MINISTRY OF EDUCATION
Information Management Branch

Ontario School Information System (OnSIS)

User Guide: SCHOOL DATA SUBMISSION
PUBLICLY-FUNDED SECONDARY SCHOOLS
(including School Authorities)

Release Two

For School Boards and School Authorities

November 2005 (Version 1.1)

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Purpose of the OnSIS Application

School Data Submission User Guide

This guide has been developed as a resource to help users understand the School Data Submission features of the Ontario School Information System (OnSIS) application. It provides the information that users will need to access and use the School Data Submission features. The guide combines step-by-step instructions, along with a comprehensive look at each of the functions.

This guide is supplemented by the following Release Two documents and resources (the list includes this document):

OnSIS Presentations
• Business Overview • Technical Application • Security Overview • Security Administration
OnSIS User Guides
• First Time Users • School Data Submission: Publicly Funded Elementary Schools (including School Authorities) • School Data Submission: Publicly Funded Secondary Schools (including School Authorities) • School Data Submission: Care, Treatment and Correctional Facilities • Batch Files • Signing-Off a Submission
Other Reference Material
• Handbook • Memos • Security Guide for MISA Applications • Security Forms • E-learning Module Title Pages • CD-ROM: Release 2 – E-learning • CD-ROM: Release 2 – Student Data Resource Materials

Also available on the website are the OnSIS Mailbox and Helpdesk contact information. OnSIS users are strongly encouraged to read this user guide and all supplemental documents in full, to ensure that they are aware of all aspects of OnSIS and related policies and procedures.

Ministry Support

Inquiries from schools and boards regarding the Ontario School Information System and related policies and procedures should be directed to:

Ontario School Information System (OnSIS) Group
Information Management Branch
Ministry of Education
Suite 422, 777 Bay Street
Toronto, ON M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
Monday to Friday (excluding holidays)
8:30 am to 4:30 pm
Email: onsis_sison@edu.gov.on.ca
Fax: 416-212-2763
Extranet Web Site: **http://onsisinfo.edu.gov.on.ca**

Getting Started

Previous Module for First-time Users

This module of the user guide deals with the forms/lists that secondary public schools will be using.

OnSIS users who have not had previous OnSIS training, should go through the following module first in order to acquire the skills that will be necessary to successfully use this module:

- *User Guide: First Time Users*

This module can be downloaded from the OnSIS web site at:

https://onsisinfo.edu.gov.on.ca

Logging into OnSIS

1. To login to OnSIS go to the following extranet URL:

   https://www.gsa.gov.on.ca

2. Click **English**.

3. Enter your user name and password.

4. Under **Education/Éducation**, click **OnSIS-EDU.**

5. Select **OnSIS.**

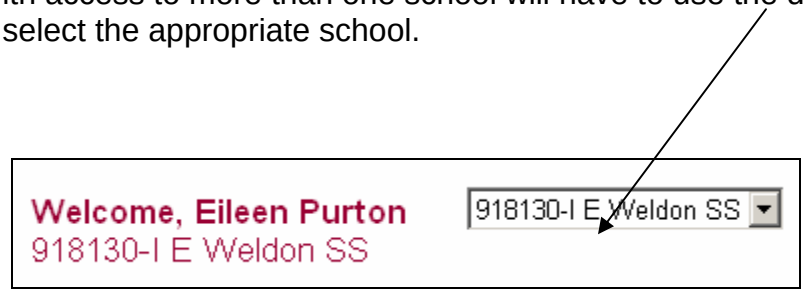
6. Click **Enter**.

7. Click **Agree** to the OnSIS Privacy Impact Assessment Page.

8. The OnSIS Home Page will be displayed, including a blue function menu bar.

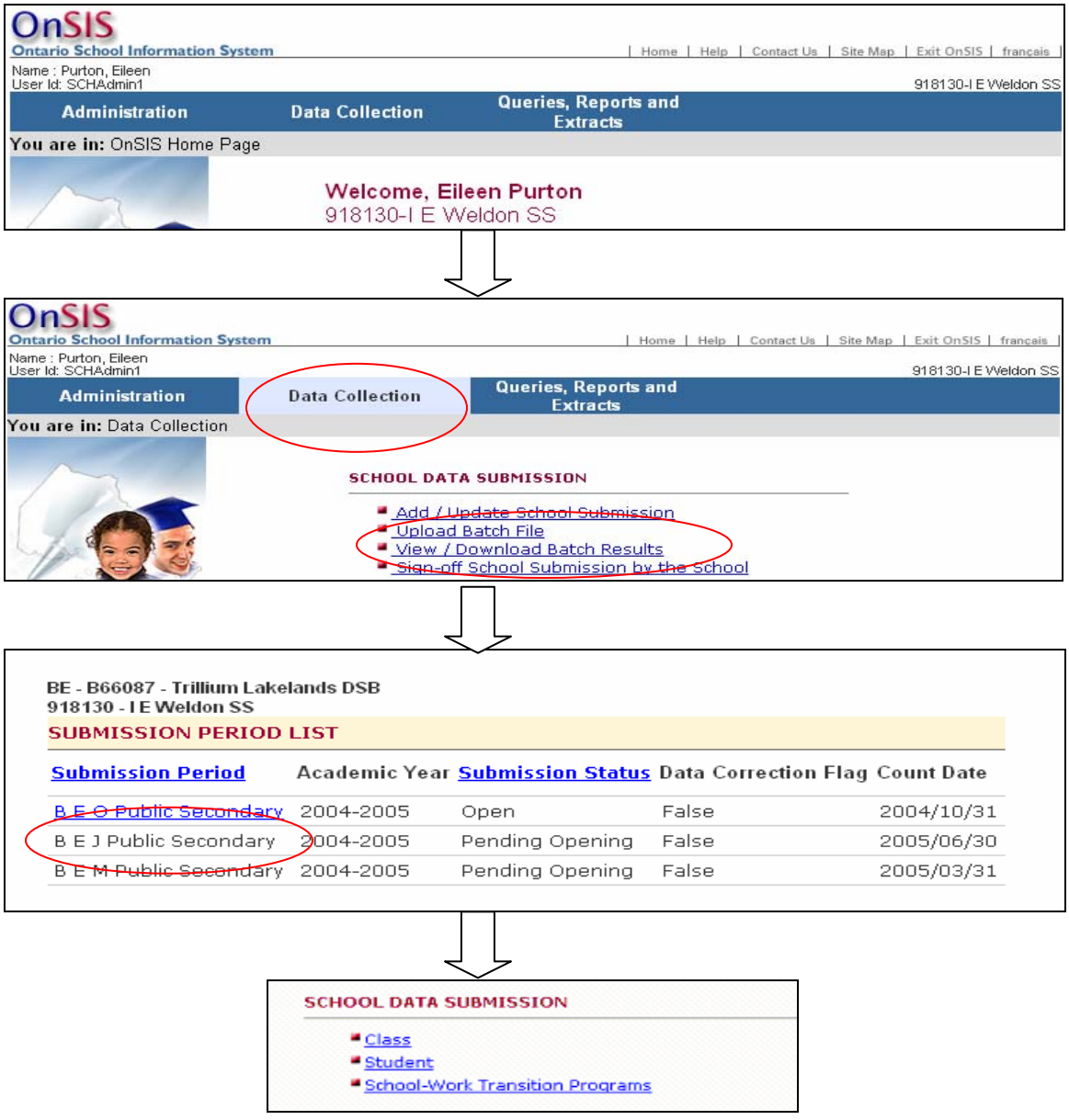
OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: SCHAdmin1
918130-I E Weldon SS
Administration
Data Collection
Queries, Reports and Extracts
You are in: OnSIS Home Page
Welcome, Eileen Purton
918130-I E Weldon SS

9. A user with access to more than one school will have to use the dropdown menu to select the appropriate school.

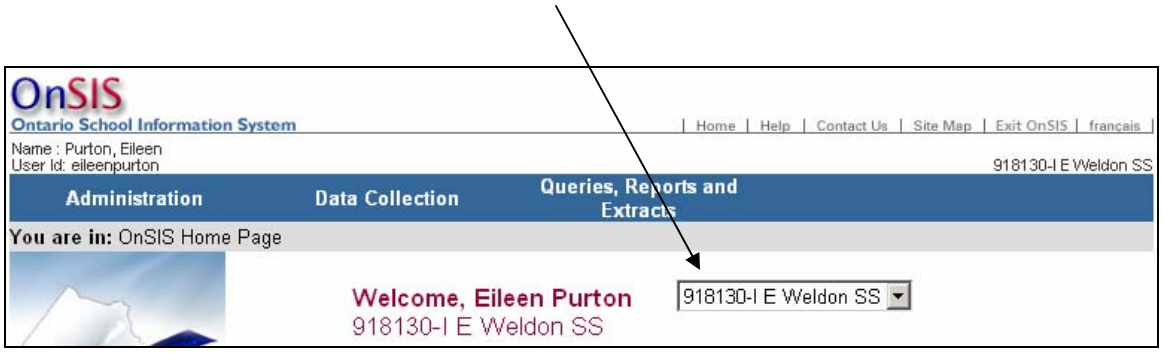


Overview of Accessing the School Data Submission Menu

This section provides an overview of the menu structure of OnSIS that leads to the **School Data Submission** menu.


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: SCHAdmin1
918130-I E Weldon SS
Administration
Data Collection
Queries, Reports and Extracts
You are in: OnSIS Home Page
Welcome, Eileen Purton
918130-I E Weldon SS
OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: SCHAdmin1
918130-I E Weldon SS
Administration
Data Collection
Queries, Reports and Extracts
You are in: Data Collection
SCHOOL DATA SUBMISSION
Add / Update School Submission
Upload Batch File
View / Download Batch Results
Sign-off School Submission by the School
BE - B66087 - Trillium Lakelands DSB
918130 - I E Weldon SS
SUBMISSION PERIOD LIST
Submission Period
Academic Year
Submission Status
Data Correction Flag
Count Date
B E O Public Secondary 2004-2005 Open False 2004/10/31
B E J Public Secondary 2004-2005 Pending Opening False 2005/06/30
B E M Public Secondary 2004-2005 Pending Opening False 2005/03/31
SCHOOL DATA SUBMISSION
Class
Student
School-Work Transition Programs

A user with **more than one school**, will have a different home page upon login, as shown below, and will have to choose the appropriate school from the dropdown menu.

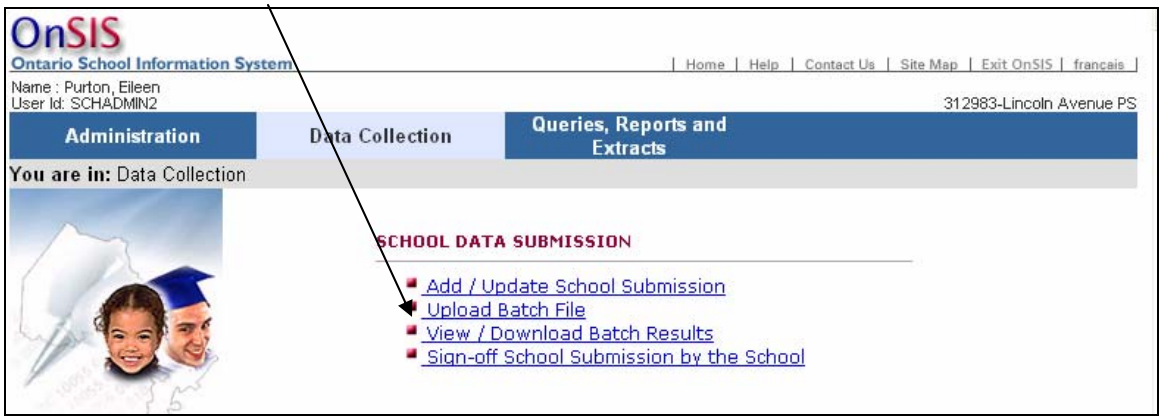

OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: eileenpurton
918130-I E Weldon SS
Administration
Data Collection
Queries, Reports and Extracts
You are in: OnSIS Home Page
Welcome, Eileen Purton
918130-I E Weldon SS
918130-I E Weldon SS

Accessing the School Data Submission Menu

1) Click the **Data Collection** option. The **School Data Submission** menu will appear

Note: Different users will see different functions on the **School Data Submission** menu. Some users may not have access to a specific function, and therefore related options will not appear on the screen. For example, some schools may only have access to uploading data by batch and then sign-off. Therefore, these schools will not see the **Add/Update School Submission**.

2) Click **Add/Update School Submission.**


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: SCHADMIN2
312983-Lincoln Avenue PS
Administration
Data Collection
Queries, Reports and Extracts
You are in: Data Collection
SCHOOL DATA SUBMISSION
Add / Update School Submission
Upload Batch File
View / Download Batch Results
Sign-off School Submission by the School

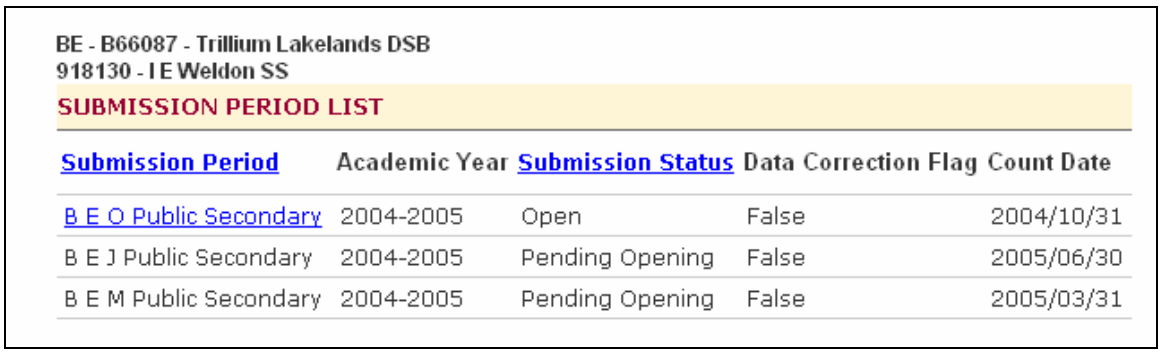
3) The **Submission Period List** will appear. This list presents a list of open submission periods for the selected school.

Notes

4) Before a submission period will be opened, the previous submission period must have been closed or signed-off.
5) Boards and schools will be notified via e-mail as to when they can begin submitting data.

1) Click the submission period blue hyperlinked list for the period that is to be accessed.

Submission Period List Screen



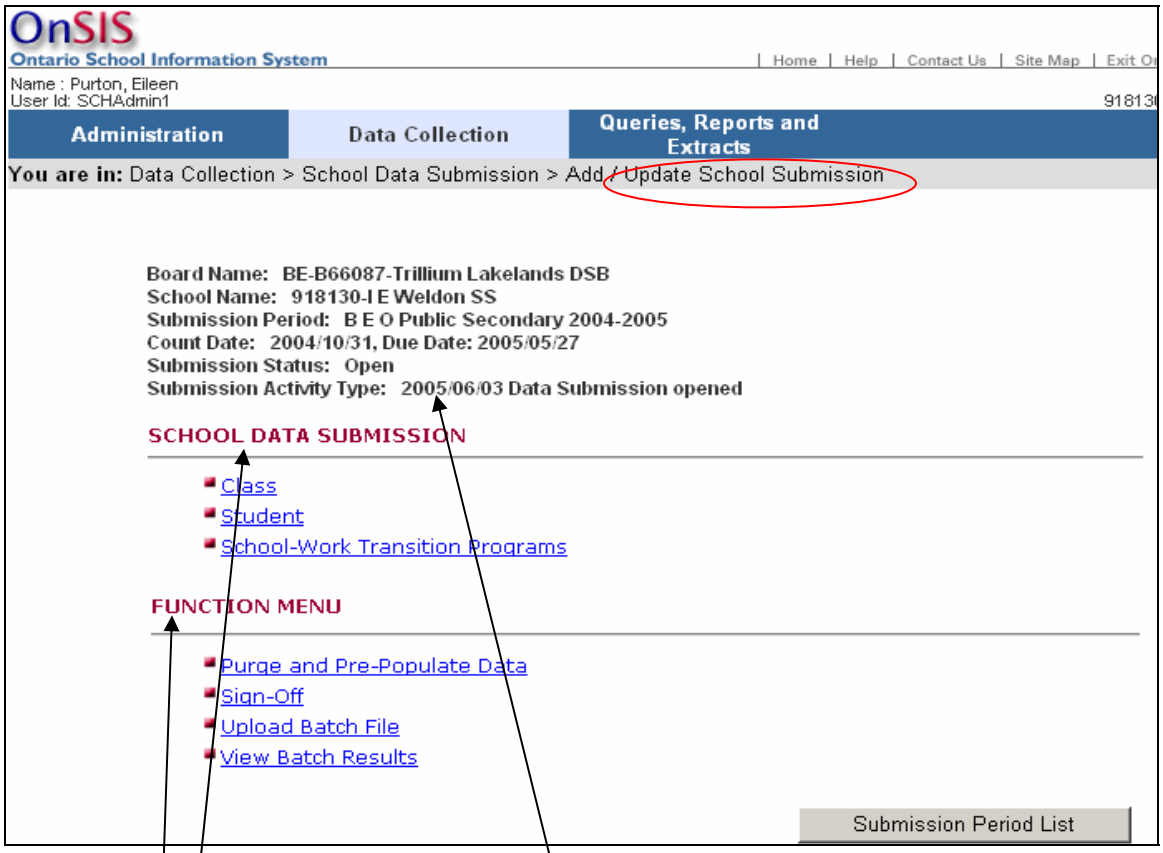
BE - B66087 - Trillium Lakelands DSB
918130 - I E Weldon SS

SUBMISSION PERIOD LIST

Submission Period	Academic Year	Submission Status	Data Correction Flag	Count Date
B E O Public Secondary	2004-2005	Open	False	2004/10/31
B E J Public Secondary	2004-2005	Pending Opening	False	2005/06/30
B E M Public Secondary	2004-2005	Pending Opening	False	2005/03/31

School Collection Menu

Clicking a submission period hyperlink will take display the **Add/Update School Submission** screen. (This screen is also referred to as the **School Collection Menu**.)


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit
Name : Purton, Eileen
User Id: SCHAdmin1
Administration
Data Collection
Queries, Reports and Extracts
You are in: Data Collection > School Data Submission > Add / Update School Submission
Board Name: BE-B66087-Trillium Lakelands DSB
School Name: 918130-I E Weldon SS
Submission Period: B E O Public Secondary 2004-2005
Count Date: 2004/10/31, Due Date: 2005/05/27
Submission Status: Open
Submission Activity Type: 2005/06/03 Data Submission opened
SCHOOL DATA SUBMISSION
Class
Student
School-Work Transition Programs
FUNCTION MENU
Purge and Pre-Populate Data
Sign-Off
Upload Batch File
View Batch Results
Submission Period List

This screen contains three parts:

a) Submission Period Information
b) The School Data Submission (School Collection) Menu
c) A Function Menu.

Submission Period Information

This submission period information identifies the board and school name and number, as well as important information about the submission period such as the name of the submission period and date range; the count date; and the due date. The current status of the submission is also show (e.g., ***'Open', 'Closed'***). The **Submission Activity Type** provides information regarding the last activity performed by the user for this submission (e.g., ***Data Submission Sign-Off Completed***).

School Data Submission

Clicking the hyperlink elements in this menu: **Class**, **Student** and **School-Work Transition Programs**, will display the various lists and forms for the collection period.

Function Menu

The function menu provides users with access to tools to help them purge and pre-populate information from all or selected class and/or student forms; validate, verify, and sign-off a submission; upload a batch file; and view batch file results. The tools are described in more detail in the **Signing-off a Submission** module.

School Collection Forms

The following are the school collection forms for secondary public schools:

Class-Level Forms (elemental)

- Class Information
- Course/Segment

Student-Level Forms (elemental)

- Student Information
- School Enrolment
- Class Enrolment
- Special Education
- Remedial Program
- Second Language Program
- PLAR form
- Diploma/Certificate

School-Level Forms (aggregate)

- School-Work Transition Programs

Count Dates and Ranges

For the regular school year, the count dates and ranges are:

October 31st Count Date - July 1st to October 31st

March 31st Count Date – November 1st to March 31st

June 30th Count Date – April 1st to June 30th

Important Information Regarding Count Dates

When completing a form, enter the information as it was on the **Count Date.** (i.e. for the October report, if a student was enrolled in a remedial program from September 6th to October 21st, do not record the student as having been in a remedial program, since at the **Count Date** (October 31st), the student was not enrolled in the program.)

If a student is not enrolled on the **Count Date**, but has earned a mark, been awarded a diploma or certificate, or received Prior Learning Achievement Recognition (PLAR) credits since the last submission period, then this should be reported. An **Enrolment End Date** and **Transfer/Retirement** code must also be provided in the **School Enrolment** form.

For all students who are leaving the school at the end of the year (i.e. June 30th), enter them as retirements or transfers on the **School Enrolment Form** in the end of year submission. Use the **Enrolment End Date** of July 1st instead of June 30th. This will ensure that the student is still counted as part of June 30th enrolment but will not be pre-populated for the next submission period.

Pre-Populated Data

If a student was enrolled in a school in a previous submission period, and does not have a transfer/retirement date and code, his/her data will be pre-populated into the new submission period.

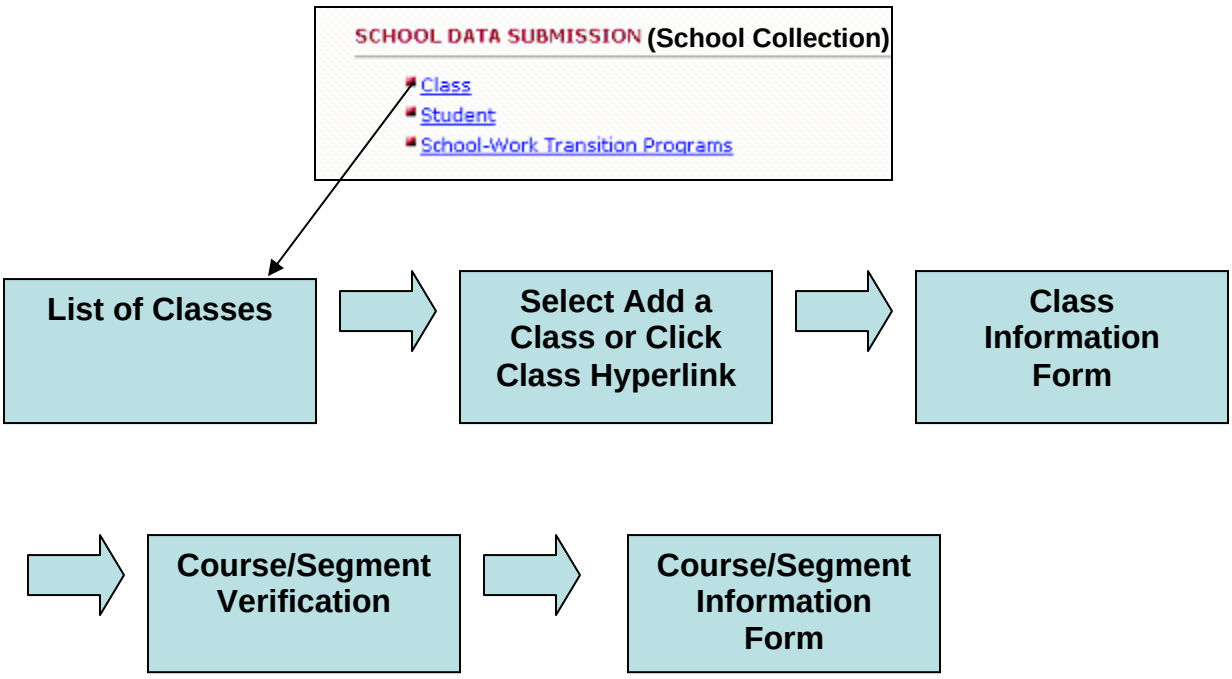
If this is the first submission period for the academic year, then the following data will be pre-populated, as long as the student has not graduated or transferred:

- Student Information
- Special Education
- Student School Enrolment

If this is not the first submission period for the academic year, the following additional data will be pre-populated, as long as the student has not graduated or transferred:

- Class Information
- Course/Segment Information
- Remedial Program
- Second Language Program
- Class Enrolment

Overview of Accessing Class-Level Forms

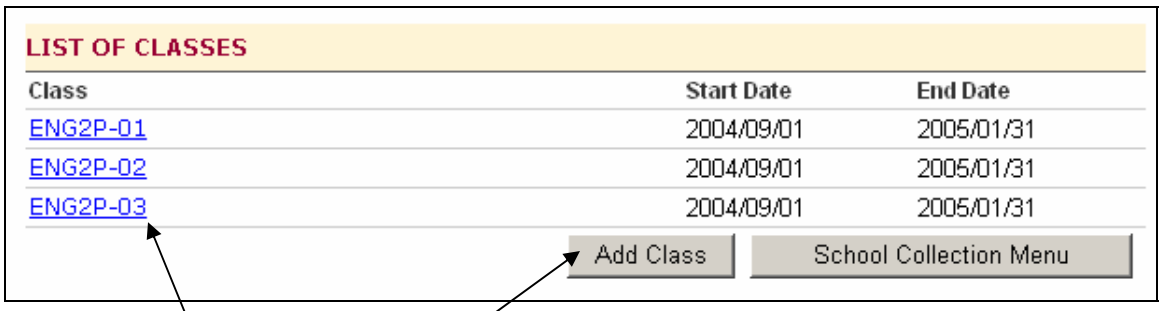


Class Information Form

The **Class Information** form allows an authorized user to view, add, edit, and delete class information.

Note: Setting up a class is a two-part process. First the class has to be created, and then the courses/segment data has to be attached to it. If a decision has been made to enter all the classes first, it will be necessary to go back later and add the course/segment data. This will require more steps than if the course/segment data is attached right after the class has been created.

1) From the **School Data Submission (School Collection)** menu (page 7), click **Class** and the following screen will appear. For the first submission period of every academic year (October 31st) the **List of Classes** information will be blank. All classes will need to be added. This will also apply to second semester classes for the March submission.



Adding a New Class

1) Click **Add Class**.

Updating a Class

1) Click the blue hyperlink for the class to be viewed/updated.

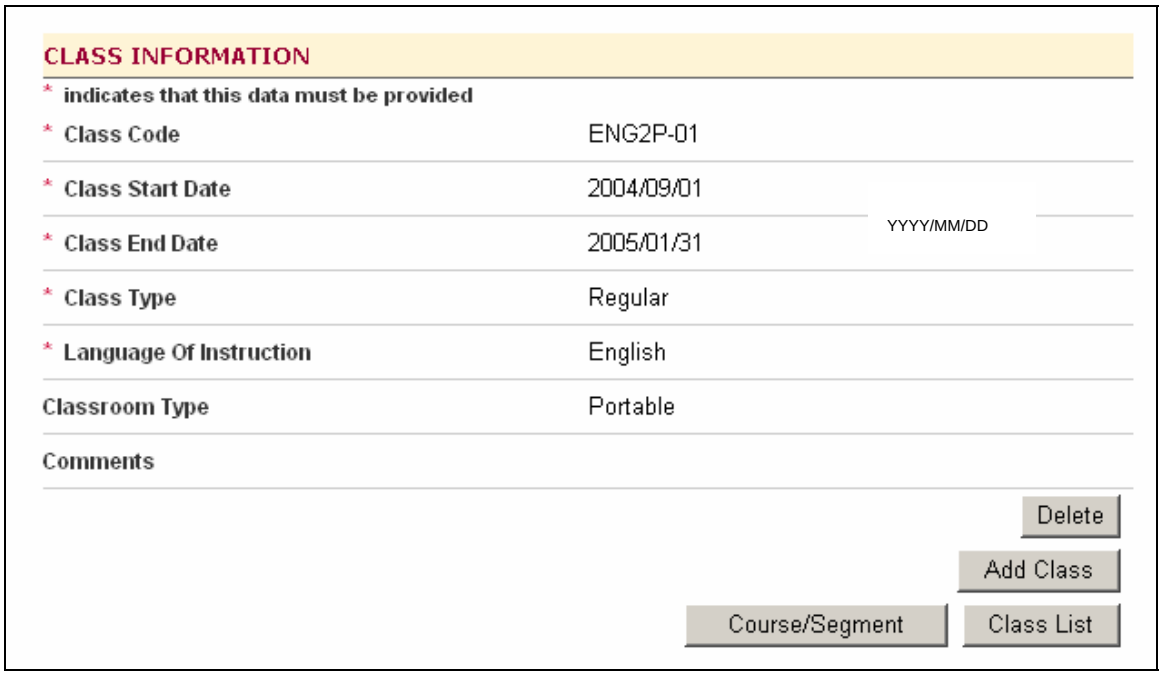
The **Class Information** form will appear. It will be blank if **Add Class** was selected, and filled in (as in the form which follows on the next page) if the blue hyperlink of an existing class was used.

Note: A **Class Information** form must be filled out for each class to which a secondary school teacher has been assigned.

Notes

a) **Class Code**. Many schools use the 5-digit course code, along with the section # (e.g., ENG1D-01). The **Class Code** field should contain no spaces and will accommodate a maximum of 17 alphanumeric characters. Follow the protocol set up by the school or board within these parameters.
b) Each class code must be unique within a submission period.
c) The **Class Start Date** will usually be the first day of school in September and the **Class End Date** will usually be the last day of the semester in semestered schools, and the last day of classes in June in non-semestered schools. In cases where an additional class is created after the first day of school, then the start date for that class would be the first day that the teacher begins teaching that class.
d) For **Credit Recovery Classes** that have been scheduled during the regular school day, enter one of the following codes, depending on the grade level: RCR1O, RCR2O, RCR3O or RCR4O. The **Class Type** must be set to ***Credit Recovery***.

e) For courses that are part of a **French as a Second Language** program, select ***French*** as the **Language of Instruction**.



Add/Update Class Information Record

1) To add a new class, enter the information and then click **Save**. Once a record has been successfully saved, an **Add Class** button will appear at the bottom of the screen. If additional classes are to be added, click this button, enter the information, and click **Save**.

2) To update information for an existing class, click the blue class hyperlink for that class, make the necessary changes, and then click **Save.**

3) If an error message is displayed, follow the instructions on the screen to correct the data, and click **Save** again.

4) If a warning message is displayed, check to ensure that what has been entered is correct. If it is not, click **Cancel,** make any necessary changes, and then click **Save** again. If the information is correct, click **Continue**.

Note: A warning message stating that the "***Class Start and Class End Date is outside the submission period"*** may appear. If the dates are correct, click **Continue**, if not, fix the data.

5) If the submission is successful, the form will be refreshed with the updated information, and the message ***Submit Successful*** will appear at the top of the screen.

Deleting Class Information Record

(Use only if a record has been created by mistake.)

Note: The delete button will appear only if no students are assigned to the class.

1) Click **Delete** at the bottom of the screen.

2) A confirmation message asking, **"*Are you sure that you wish to delete... ?"*** will appear. Click **OK.**

After Completing Class Information Record

After the class information record has been created, the course/segment information should be attached.

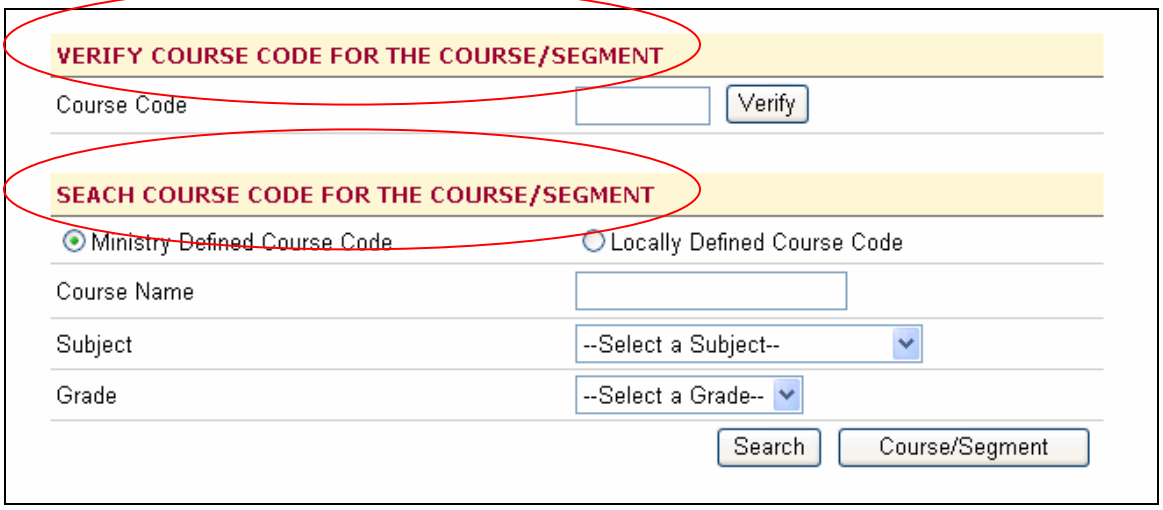
1) Click **Course/Segment** at the bottom of the screen.

Course/Segment Information - Verify/Search for Code

The **Course/Segment, Course Verify/Search** allows an authorized user to verify and search for valid course codes.

This form can only be accessed through the **Class Information** form.

Before the **Course/Segment Information** form can be accessed, the course code for the course/segment must be verified, or the **Search Course Code for the Course/Segment** function used to find the code.



If The Course Code for the Course/Segment Is Known

1) Enter the course code in the **Verify Course Code for the Course/Segment** section of the form, and then click **Verify.**

2) If the course code exists, the **Course/Segment** form is displayed. If the course code does not exist, an error message will be displayed. Check the code, re-enter it, and click **Verify**.

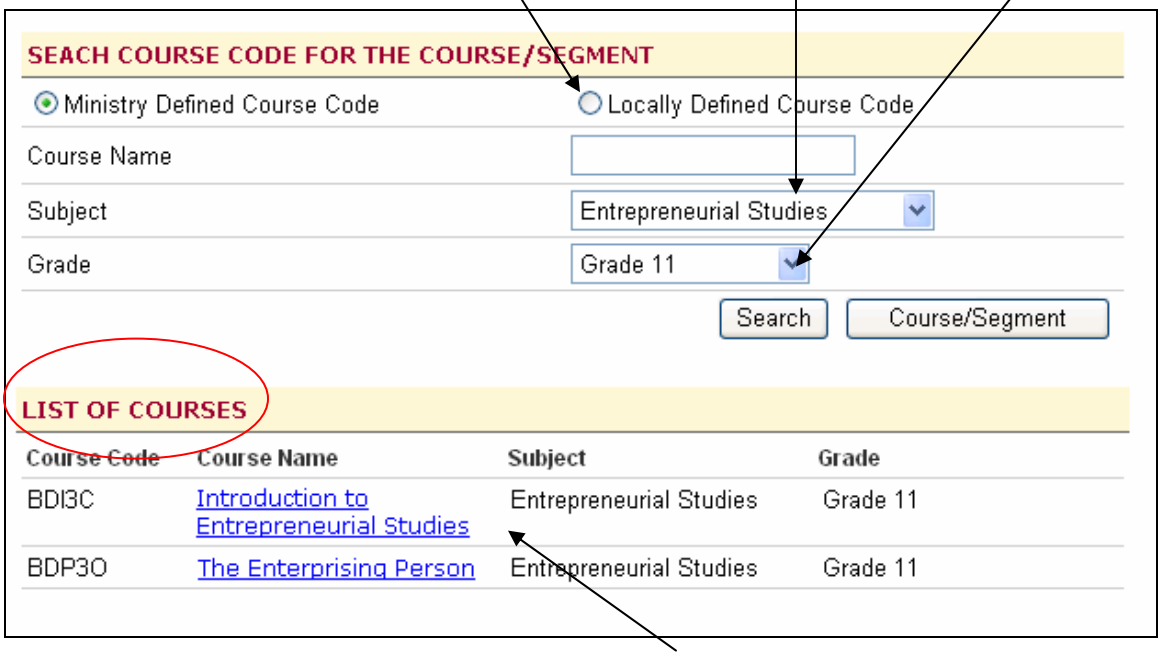
If The Course Code for the Course/Segment Is Not Known.

The **Search Course Code for the Course/Segment** section of the form can be used to find the course code. Searching can be done in any one of the fields – **Course Name**, **Subject** or **Grade**, or by using a combination of two or more fields to narrow the search.

For example, by clicking *Entrepreneurial Studies* in the **Subject** dropdown menu and on *Grade 11* in the **Grade** dropdown menu, and then clicking **Search**, a list of courses that meet the subject and grade criteria are displayed in the **List of Courses** section of the form as shown in the following screen shot.

1) If searching for a locally developed course code, click the radio button **Locally Defined (Developed) Course Code**. The default is **Ministry Defined Course Code** (common course codes).

2) Optionally, specify the **Course Name**, select a **Subject** and/or select a **Grade**. Click **Search**.



3) The page will be refreshed with a **List of Courses** matching the specified criteria.

4) Click the blue hyperlink for the course that is to be selected, and the **Course/Segment** form will be displayed.

Course/Segment Information Form

Course/Segment Information allows a user to view, add, edit or delete course/ segment information.

When the **Course/Segment Information** form displays, it will include the course code and subject that was entered via the verification/search process.

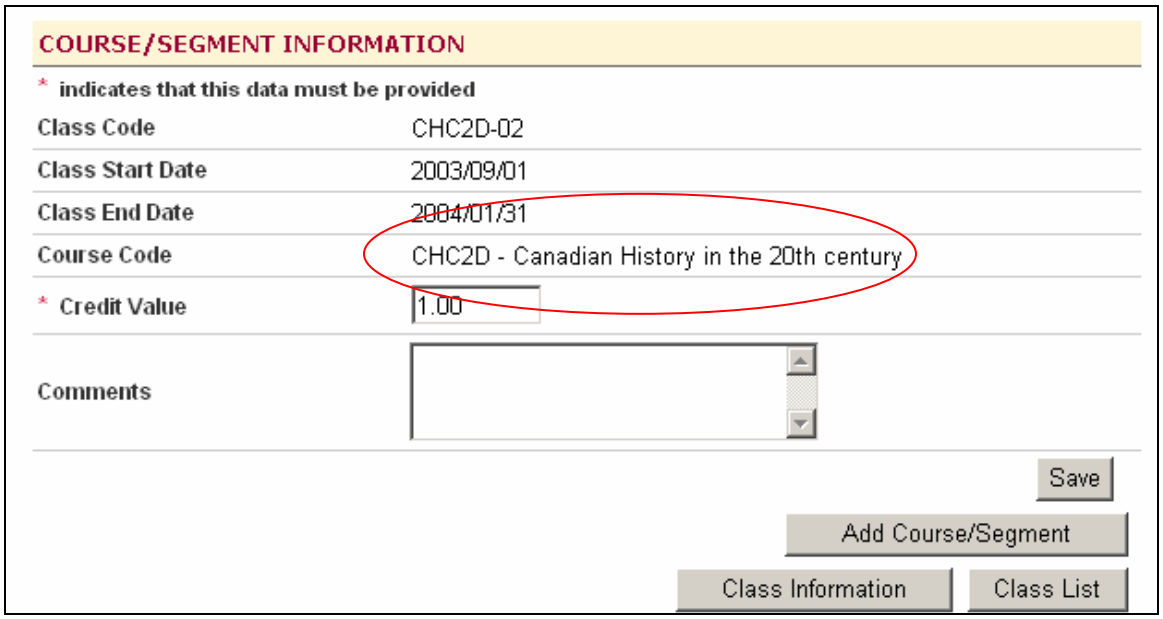
1) Check to ensure that the credit value is correct. The default is 1.00.

2) Click **Save** to save the record.

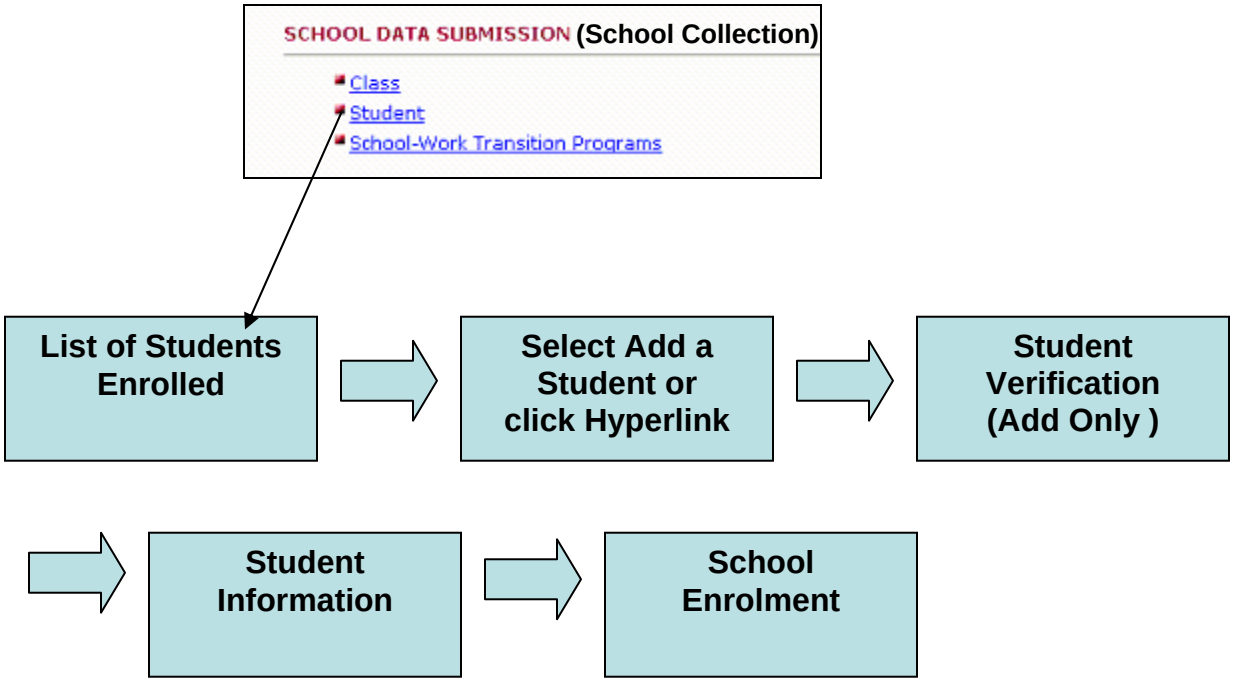
3) If the wrong course code was entered click the blue hyperlink for the incorrect course code in the **List of Courses Assigned to the Class** section, and then click **Delete** when the **Course/Segment** form is displayed.

4) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

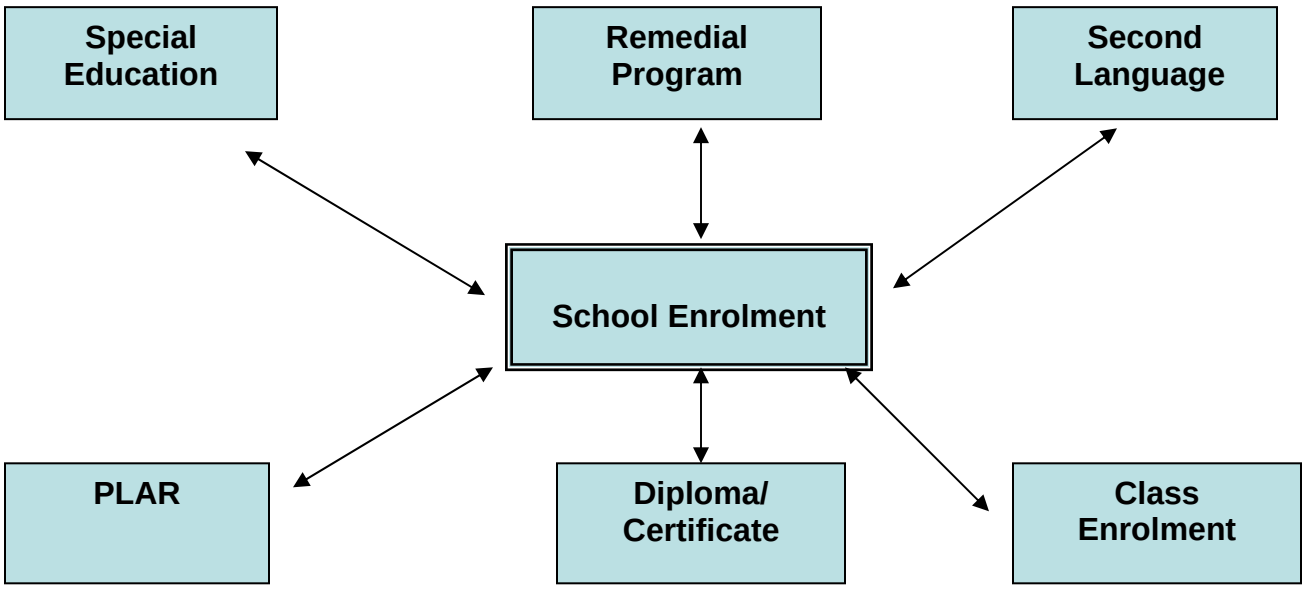
Note: Multi-Grade/Multi-Destination Classes include two or more different courses during a scheduled class. A course code is required for each course. For example, a class consisting of students in an Applied History and Academic History course, would require two codes, (CHC2P and CHC2D). Click **Add Course/Segment** to add each course segment**.**



Overview of Accessing Student-Level Forms



Accessing Forms through the School Enrolment Form



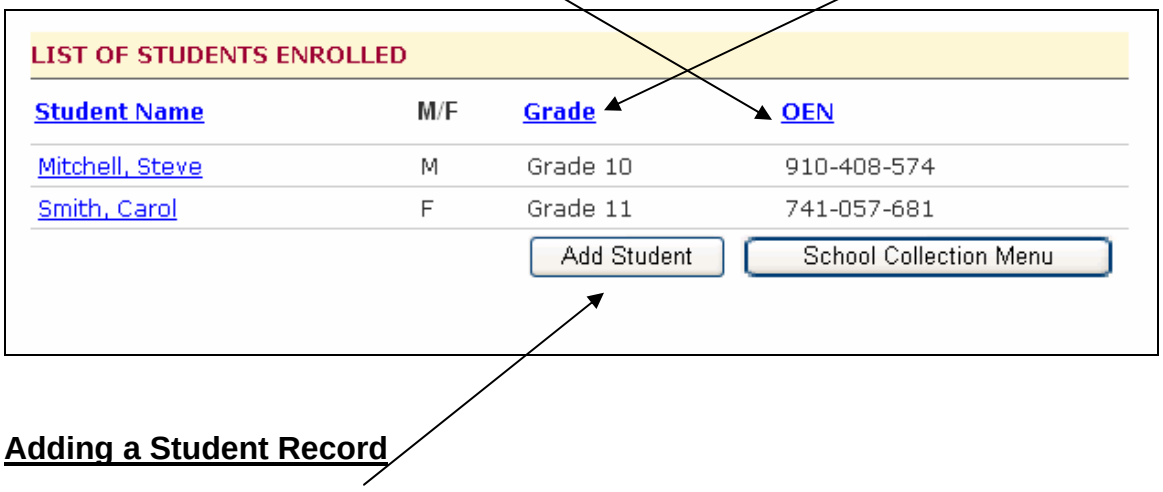
Accessing Student-Level Forms

The **List of Students Enrolled** screen is used to add a new student, or to select a student that is already enrolled.

Note: An end date needs to be input if the student left the school during the submission period (within the date range). Students with an end date will not be pre-populated in the next submission period**.**

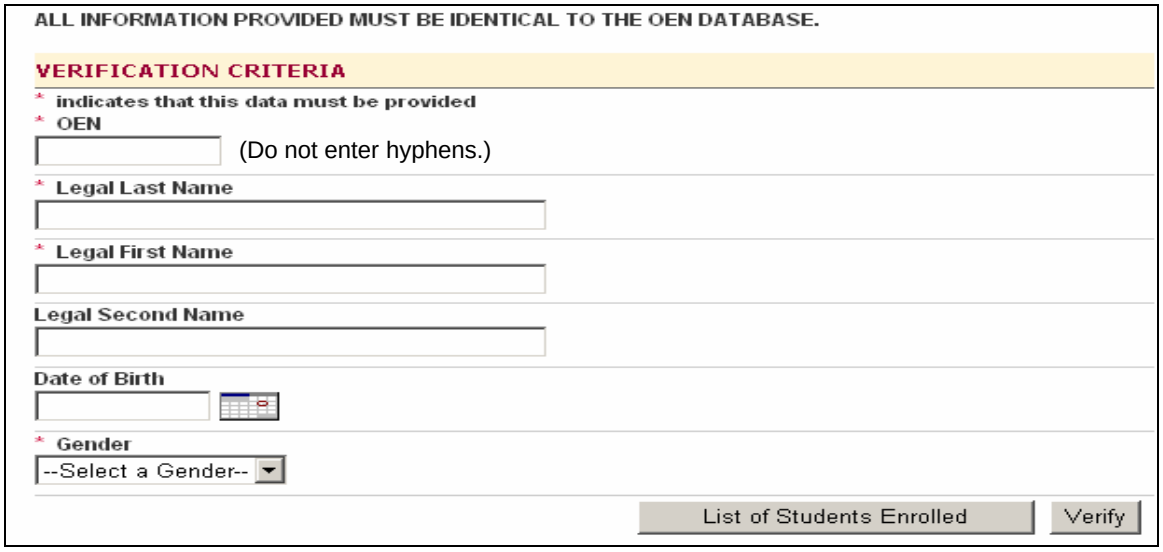
1) From the **School Data Submission (School Collection)** menu, click **Student,** and the **List of Students Enrolled** screen will appear.

Note: The list of students can be viewed in different ways by clicking the blue subheading. For example, to display the list by grade, click **Grade**. To sort the list by OEN, click **OEN**.



Adding a Student Record

1) Click **Add Student.** The form which follows on the next page will appear.



2) Complete the mandatory fields (red asterisks) and then click **Verify.**

3) If the verification is successful, the **Student Information** form will display. (See next page.)

4) If the verification is not successful, modify the fields identified as not matching, and retry the verification. (See note below.)

Important Note: The student that is being enrolled will not appear on the **Student List** until after the **School Enrolment** form has been completed, and successfully saved.

Updating a Student Record

1) Click the blue hyperlink for the student that is to be updated. The information will be verified against the student's OEN record. If the verification is successful, the **Student Information** form (next page) will be displayed.

2) If the selected student fails the OEN Authentication, the **Verification Criteria** form will be displayed (above) along with an error message. (See note below.)

Note: ***Validation Error***. When a user clicks on the blue hyperlink, OnSIS verifies the OEN by comparing the fields submitted by OnSIS (names, date of birth, and gender) against what is in the OEN record. In some cases, clicking the blue hyperlink may produce a validation error message. If this happens, check the student's OEN record in the OEN application against the data that has been entered (either on the screen or in SMS system). The data in both the OEN application and what is being submitted to the OnSIS application must match. It

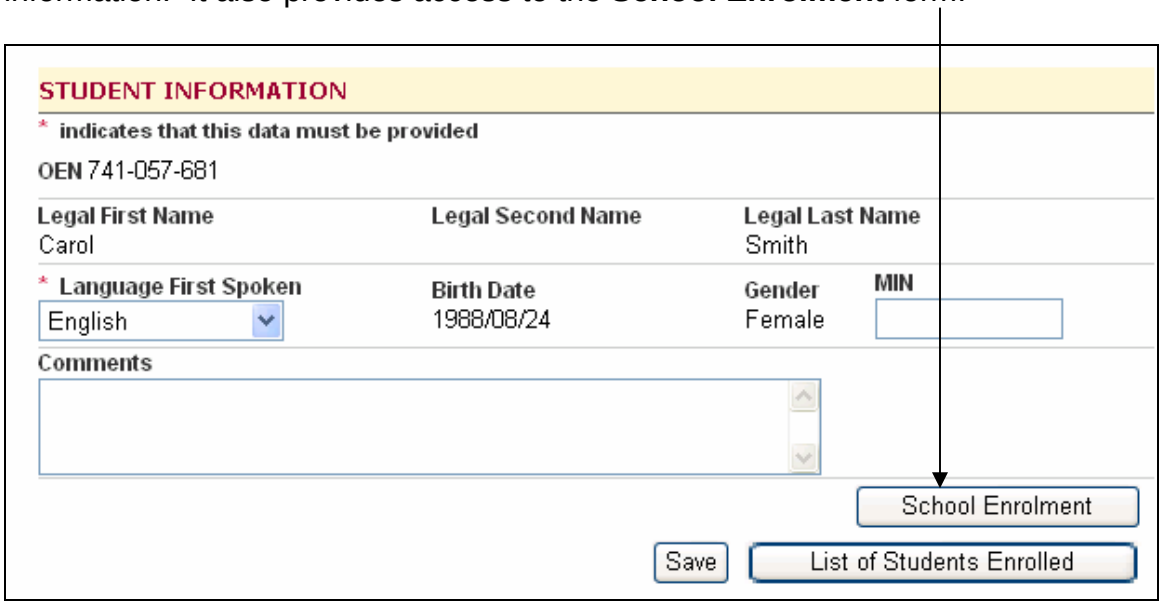
is possible that a change may need to be made to one of these records. For example, the student's first name may be Bob in the data being submitted through OnSIS; whereas, in the OEN application it appears as Robert, resulting in the first name fields not matching. Or, a middle name may have been entered in OnSIS, but no middle name has been entered in OEN, then an error message will be generated. Schools will need to make an update to one of these systems in order that when OnSIS verifies this information, it will be an exact match.

3) If the selected student passes the OEN authentication, the **Student Information** form will be displayed. (See next page.)

Note: The only way to access the remedial, second language, special education, PLAR, Diploma/Certificates and Class Enrolment forms is to click the **Student Information** form, and then click the **School Enrolment** form.

Student Information Form

The **Student Information** form allows an authorized user to view/edit a student's information. It also provides access to the **School Enrolment** form.



Note: The only fields into which data can be entered on this form are **Language First Spoken** and **MIN** (Ministry Identification Number) as all other fields will have been pre-populated from the OEN database. If the **Student Information** record is being updated, the **Language First Spoken** field will not be modifiable if the **Main School** flag on the **School Enrolment** form is not checked, as this form can only be modified by the main school. If the student does have a **MIN**, this number should be entered.

Note: After the data has been entered into the **Student Information Record** and saved it, the **School Enrolment** form must then be completed and saved, or the student information will be lost.

Add/Update Student Information Record

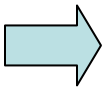
1) When enrolling a new student, enter the language first spoken from the **Language First Spoken** dropdown menu, and enter the MIN, if applicable, and click **Save**.

2) To update a student, change the language first spoken or his/her MIN, and click **Save**.

3) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again. (See note on page 21 regarding the OEN and OnSIS data not matching.)

4) If successful, the form will be refreshed with the updated information, and the message ***Submit Successful*** will appear at the top of the screen.

5) Once the ***Submit Successful*** message has been displayed, click **School Enrolment** at the bottom of the screen to access this as it must be completed at the same time in order for the student information be permanently saved.



Warning! Continue on to the next form and complete it, or the student will not be added to the **List of Students.**

Note: No **Delete** button will appear on the **School Information** form. This form is associated with the **School Enrolment** form, and a deletion can only be made by clicking **Delete** on the **School Enrolment** form. If **Delete** is selected, both the **School Information** record and the **School Enrolment** record will be deleted.

School Enrolment Form

This form can only be accessed by clicking **School Enrolment** at the bottom of the **Student Information** form.

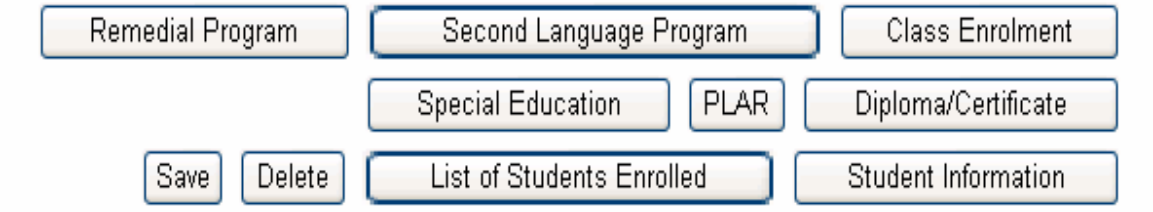
The **School Enrolment** form captures a student's record at a particular school (e.g., when he/she enrolled, when he/she left, and general information about the student within the school).

By clicking the buttons at the bottom of the **School Enrolment** form (see below), the following forms can be accessed:

- Remedial Program
- Second Language Program
- Class Enrolment
- Special Education
- PLAR
- Diploma/Certificate
- Student Information

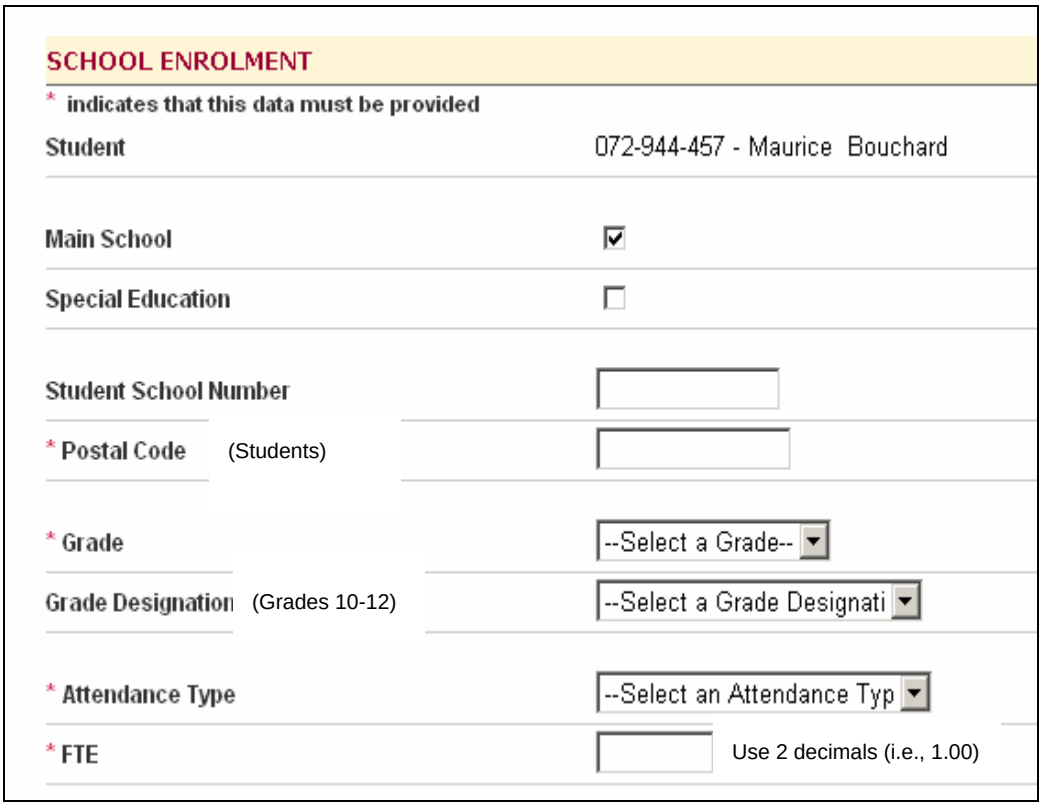
To return to the list of enrolled students, click **List of Students Enrolled.**

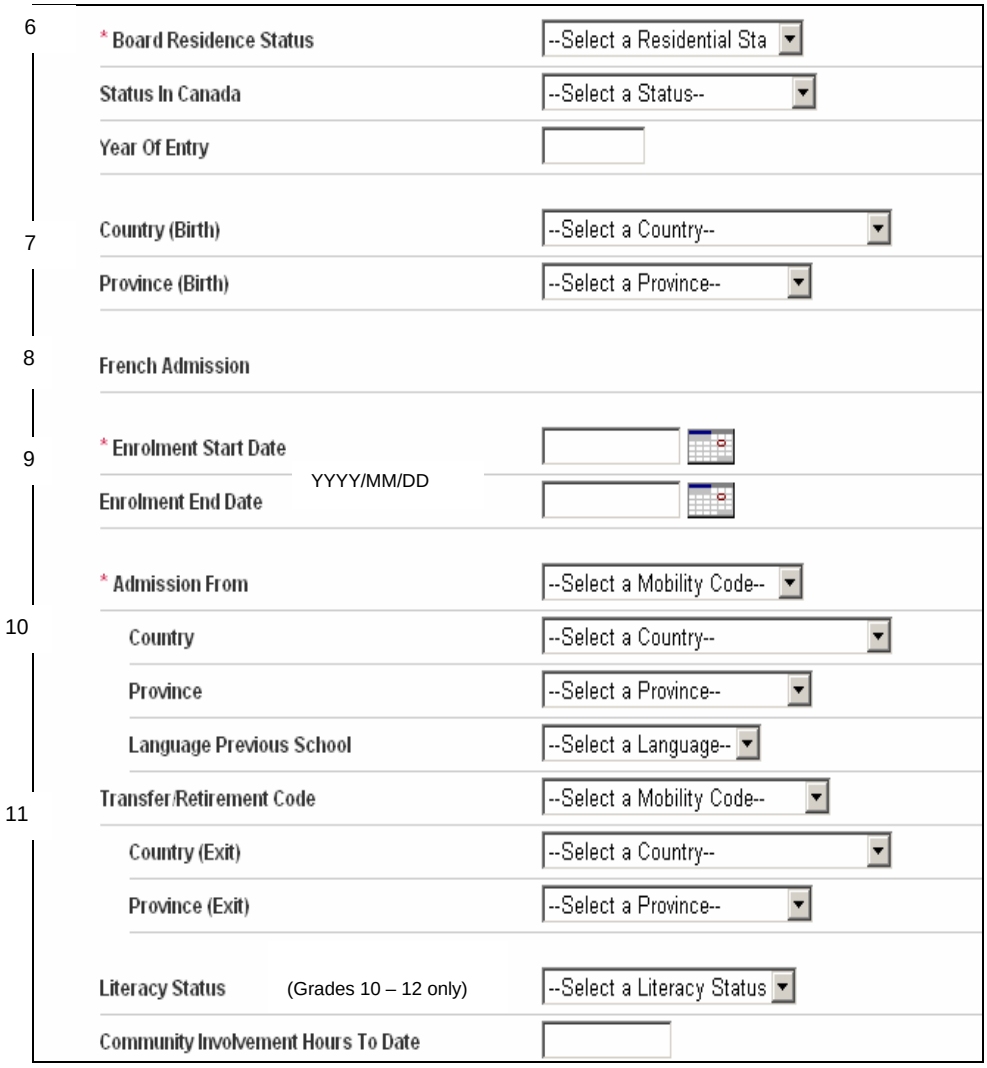
Note: The buttons below will not be displayed until after the **School Enrolment** form has been completed and successfully saved.



Notes

1) The default is **Main School**. If this is not the student's main school, click the box to make it blank. The main school for a student holds the OSR.
2) If **Special Education** is checked off, a special education form must be completed for the student. If you check this box and do not fill out the **Special Education** form, you will receive an error message upon trying to sign-off your school.
3) If the school assigns a number to students, other than the OEN, it may be entered in the **Student School Number** field. This number may be used by schools to make it easier to reconcile records with their own systems
4) If the student's postal code is not known, the school's postal code must be entered instead.
5) A relationship exists between the **Attendance Type** and **FTE** fields. Secondary school students can be recorded as full or part-time. A part-time student should be recorded in the **FTE** field in a range between 0.04 – 0.71. A full-time student should be recorded in a range between 0.72 - *1.00*.





Notes

6) Students should be listed as **Pupils of the Board** unless they fall into one of the following categories: independent study, or students for whom the board charges a tuition fee, with the exception of tuition fees charged to parents or guardians that reside on tax exempt land.
7) **Country/Province of Birth.** If the student was born outside of Canada, select a country. If the student was born in Canada, select a province. Only country or province may be selected, NOT both. If the student was born in Ontario, leave these fields blank.
8) **French Admission.** For French Language schools only. Use this field to indicate only students whose first language spoken is NOT French.
9) The **Enrolment Start Date** is the first day that the student was enrolled in the school. In the case of a Grade 12 student who has been enrolled in the school since Grade 9, it is the date that he/she enrolled in Grade 9 that should be entered.

If the student leaves during the school year, the date that is entered for **Enrolment End Date** should represent the first day of non-attendance, and must be within the date range for the submission period. For the June 30th submission period, use July 1st as the **Enrolment End Date** for all students who will not be returning to the school. If an end date has been entered for a student, that student will not be pre-populated in the next submission period.

10) Under **Admission From**, select a country only if the student came from outside of Canada. Select a province only if the student came from another province. Whether country or province is filled in will depend on the code that is selected (e.g, student entering from another country, student entering from another province/territory). If a country is selected, the **Year of Entry** field must also be completed (year and month, only). If a province has been selected, the **Language of Previous School** field must also be completed.
11) **Transfer/Retirement Code.** Complete only if the student departs from the school during the submission period date range. Enter an **Enrolment End Date.** The date entered should represent the first day of non-attendance and must be within the date range for the submission period. Select **Country (Exit)** only if the student is leaving Canada. Select **Province (Exit)** only if the student is moving to another province. Whether country or province is selected will depend on the code that is selected (e.g., education in another country, education in another province/territory).

Add/Update a Student's School Enrolment Record

1) To add a new student, enter the information, and click **Save.**

2) To update a student record, make the necessary changes, and click **Save**.

3) If an error message is displayed, follow the instructions, as shown, to correct the submission and click **Save** again.

4) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

5) If the submit is successful, the form will be refreshed with the updated information and the message ***"Submit Successful"*** will appear at the top of the screen. Click one of the buttons at the bottom of the screen to add more data for the student (e.g., special education, second language program, or remedial program).

Delete a Student's School Enrolment Record

(Use only if a record has been created by mistake; otherwise enter the enrolment end date on the form.)

Notes

a) A student may be deleted only if the student does not have any remedial, special education, second language program, class enrolment, PLAR, or diploma/certificate records associated with him/her.
b) A student may not be deleted if that student and his/her information was pre-populated from an earlier submission period. In this case, an enrolment end date must be entered.

1) Click **Delete**.

2) A confirmation message will be displayed asking**, "*Are you sure that you wish to delete... ?*"** Click **OK.**

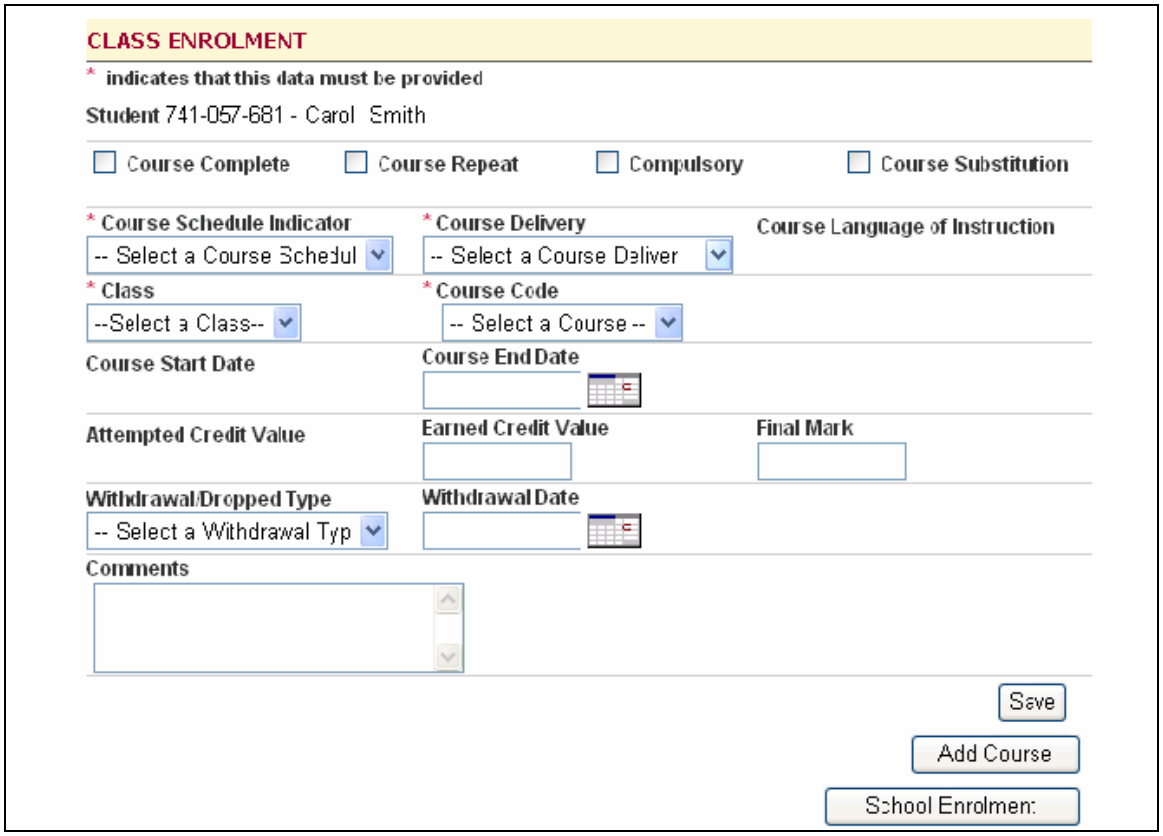
Class Enrolment Form

This form will capture the courses in which a student is enrolled; the final mark and credit value for the credit achieved; courses from which the student has withdrawn and the mark at the time of withdrawal, where applicable; and whether a course has been completed, repeated, is compulsory, or is a substitution.

One form will be required for each course in which a student is enrolled.

Notes

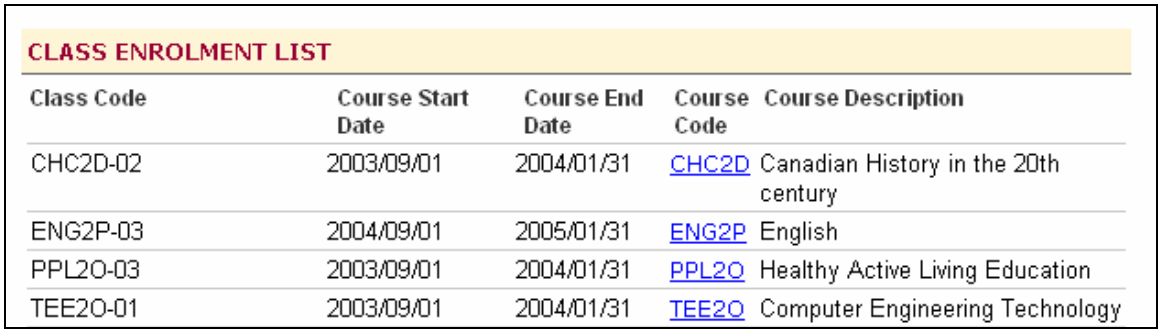
a) In most cases, schools will have to input data into this form for each student twice, the first time to show that a student is enrolled (e.g., on October 31st), and then again to provide a final mark for the credit. This form will be used to generate the **Course/Class Enrolment** verification reports.
b) When **Class** is selected, all of the classes that have been created for the school will be displayed. Once a specific class has been selected, the **Course Code** dropdown menu will display the course code and name that has been attached to that class. In the case of multi-grade/multi-destination classes, information for all courses attached to that class will be displayed.
c) When a class is selected from the **Class** dropdown menu, the **Language of Instruction**, **Start Date** and **Attempted Credit Value** will automatically be filled in.
d) If a student withdraws (more than five days after the first report card has been issued), select *Yes* in the **Withdrawal Type** dropdown menu, enter the date that the student withdrew, and enter the mark that the student had at the time of withdrawal in the **Final Mark** box.
e) If the course is a Credit Recovery class, select *Credit Recovery* from the dropdown menu in the **Course Delivery** field.



1) Enter or modify the information and then click **Save**.

2) To add an additional course, click **Add Course**; otherwise, click **School Enrolment** to return to that form.

Each course that has been added to the student's course enrolment form will appear at the bottom of the screen in the **Class Enrolment List**.



CLASS ENROLMENT LIST

Class Code	Course Start Date	Course End Date	Course Code	Course Description
CHC2D-02	2003/09/01	2004/01/31	CHC2D	Canadian History in the 20th century
ENG2P-03	2004/09/01	2005/01/31	ENG2P	English
PPL2O-03	2003/09/01	2004/01/31	PPL2O	Healthy Active Living Education
TEE2O-01	2003/09/01	2004/01/31	TEE2O	Computer Engineering Technology

Special Education Form

This form can be accessed only by clicking **Special Education** at the bottom of the **School Enrolment** form.

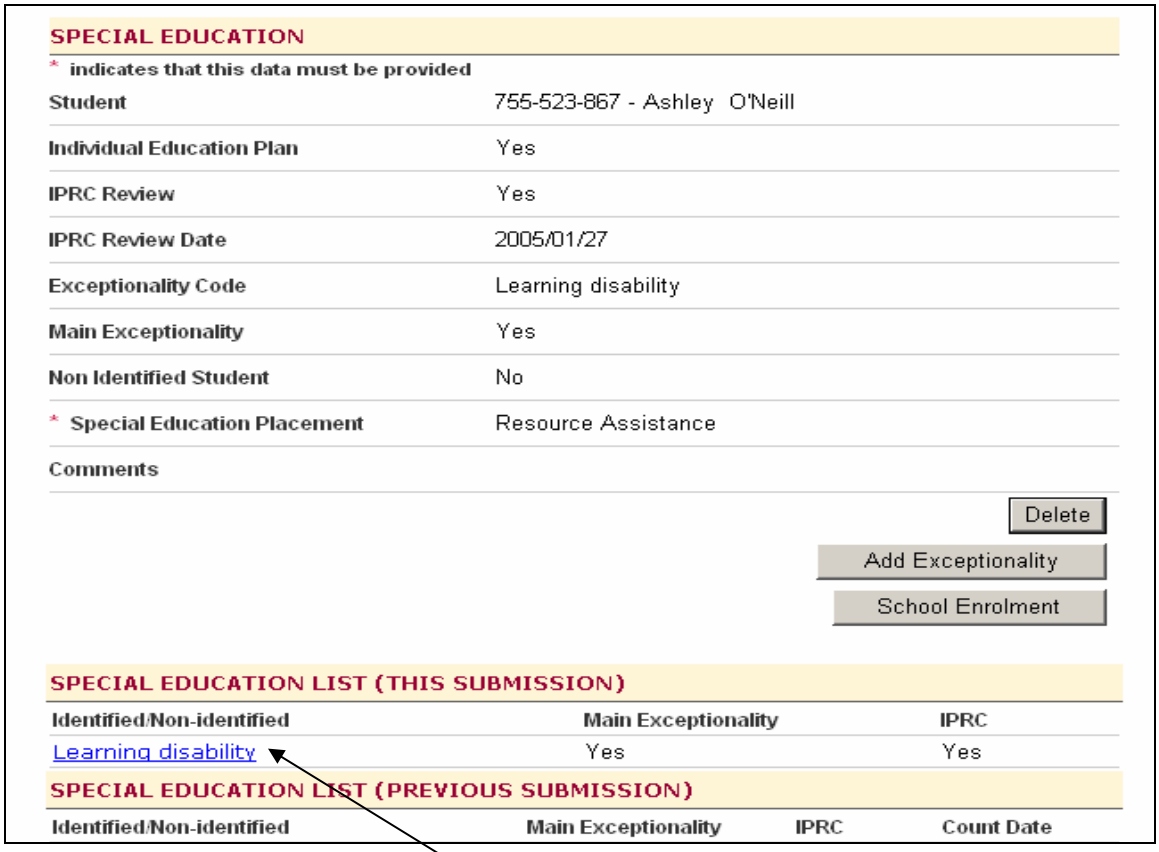
If **Special Education** was checked off on the **School Enrolment** form, then this form must be completed. If this form is filled out, **Special Education** on the **School Enrolment** form must be checked off.

An **exceptional pupil** is one whose behavioural, communicational, intellectual, physical, or multiple exceptionalities are such that he or she is considered to need placement in a special education program. A student is designated as exceptional by an Identification, Placement and Review Committee (IPRC) established by the school board under Regulation 181/98. These pupils must have an IEP.

Non-identified students with special needs are students who are deemed by the board to require special education programs and/or services, but who have not been formally identified by an IPRC process. These students should have an IEP to reflect the special education programs and services that they are receiving.

Notes

a) This form will be pre-populated from previous submissions.
b) If the student has been identified as exceptional, the following fields are mandatory**: Individual Education Plan, IPRC Review, IPRC Review Date, Exceptionality Code, Main Exceptionality**, and **Special Education Placement**.
c) If the student is Non-Identified then the following fields are mandatory: **Individual Education Plan, Non-Identified**, and **Special Education Placement**.
d) The date entered for the **IPRC Review** should be the date of the student's most recent IPRC.
e) To enter additional exceptionalities click **Add Exceptionality** at the bottom of the screen.
f) Only one **Main Exceptionality** may be identified.



Add/Update Special Education Record

1) To add a student's information, enter the information, and click **Save.**

2) To update a student's information, make the necessary changes, and click **Save**. To update an existing exceptionality that appears in the **Special Education List** for this submission, click the blue hyperlink.

3) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

4) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

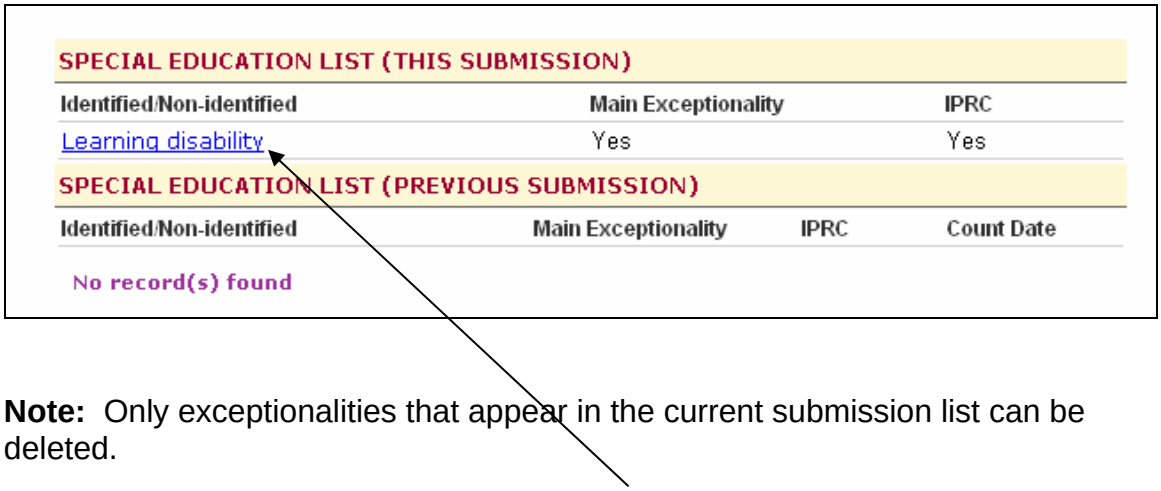
5) If the submit is successful, the form will be refreshed with the updated information, and the message ***Submit Successful*** will appear at the top of the screen. Click **School Enrolment** at the bottom of the screen to return to that screen.

6) After the record has been successfully saved, an **Add Exceptionality** button will appear, allowing additional exceptionalities to be added, if applicable.

Deleting a Special Education Exceptionality

Note: If the student is no longer identified with an exceptionality, his/her record for that exceptionality must be deleted; otherwise, it will be saved in the current submission. If a student no longer has any exceptionalities, **Special Education** in the **School Enrolment** form must be unchecked.

At the bottom of the form, all exceptionalities that have been entered or pre-populated from a previous submission are displayed in the **Special Education List** for either the current submission, or previous submissions.



Note: Only exceptionalities that appear in the current submission list can be deleted.

1) Click the blue hyperlink under **Identified/Non Identified** for the entry that is to be deleted, and then click **Delete**.

2) A confirmation message will be displayed asking, **"*Are you sure that you wish to delete... ?*"** Click **OK**.

Returning to the School Enrolment Form

1) Click **School Enrolment** at the bottom of the screen to return to that form.

Remedial Program Form

This form can be accessed only by clicking **Remedial Program** at the bottom of the **School Enrolment** form.

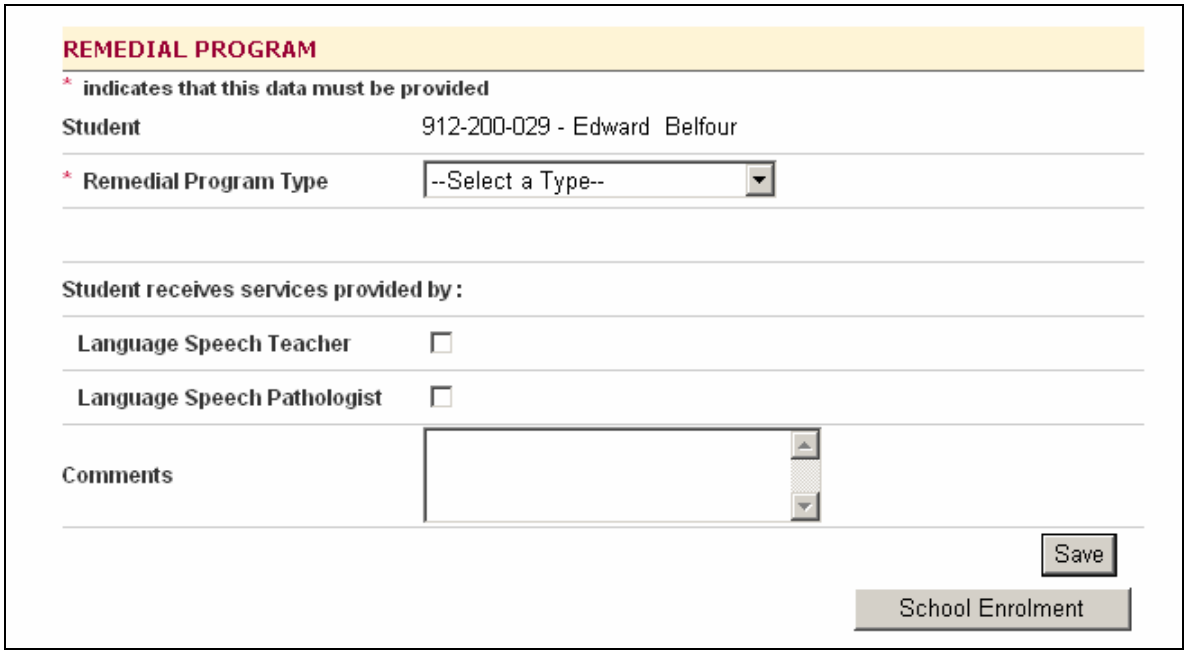
Remedial programs are designed to help students experiencing difficulty in specific aspects of their regular class programs. The difficulties may be the result of absences from school, prior lack of progress, immaturity, and so on, rather than the existence of an identified exceptionality.

Use this form to report students receiving remediation in language arts, mathematics, or both language arts and mathematics. Also report non-exceptional and exceptional students receiving speech and languages services from a language-speech teacher, and/or a speech-language pathologist employed by the board.

Note: This form is pre-populated from the previous submission as long as that submission was in the same academic year. At the start of a new academic year, this form will be blank. This is not the same as the **Special Education** form, which is always pre-populated regardless of academic year.

Notes

a. **Click** either **the** Language Speech Teacher **or** Language Speech Pathologist check box, but not both.
b. If a student is not receiving the services of either a Language Speech Teacher or a Language Speech Pathologist, then leave the field check boxes blank. Should a warning message be displayed when the record is being submitted, click **Continue**.



Add/Update Remedial Program Record

1) Enter the information, or make the necessary changes, and click **Save**.

2) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

3) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

4) If the submit is successful, the form will be refreshed with the updated information and the message "***Submit Successful"*** will appear at the top of the screen.

Deleting Remedial Program Record

Note: If a student is no longer in a **Remedial Program** in the current submission period, then his/her record must be deleted.

1) Click **Delete.**

2) A confirmation message will be displayed asking, **"*Are you sure that you wish to delete…?*"** Click **OK.**

Returning to the School Enrolment Form

1) Click **School Enrolment** at the bottom of the screen to return to that form.

Second Language Program Form

This form can be accessed only by clicking **Second Language Program** at the bottom of the **School Enrolment** form.

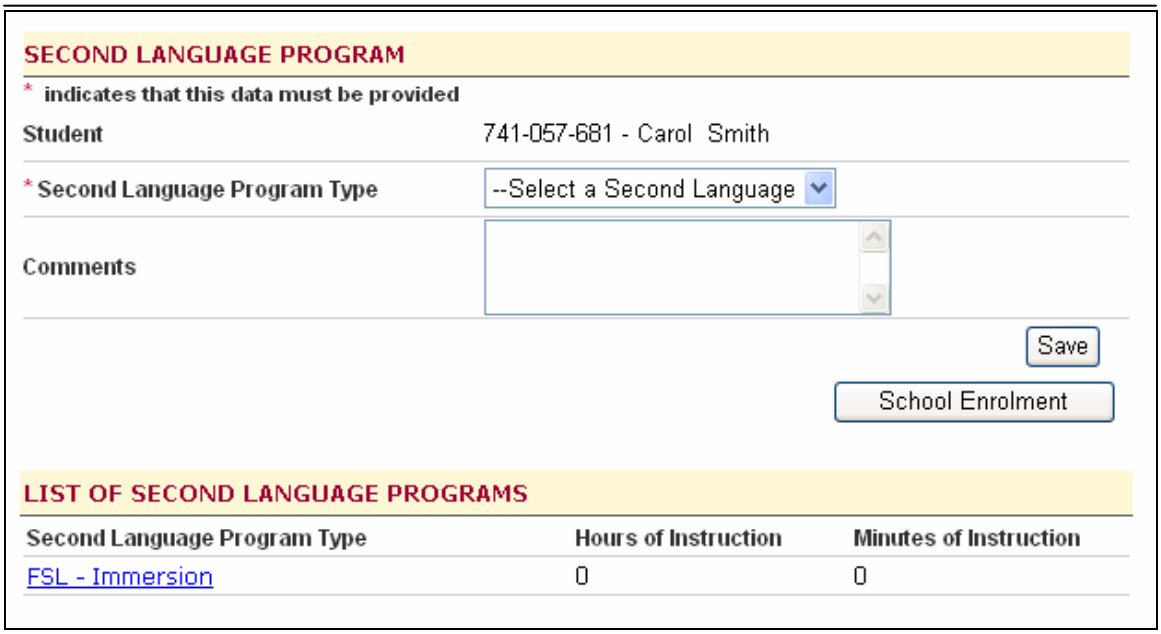
Second Language Programs include French as a Second Language (FSL), English as a Second Language (ESL), and Native Languages (NL). FSL includes Core, Extended and Immersion programs.

Note: This form is pre-populated from the previous submission as long as that submission was in the same academic year. At the start of a new academic year, this form will be blank. This is not the same as the **Special Education** form, which is always pre-populated regardless of academic year.

Notes

a) Only one FSL program can be recorded for an English student in a single submission period.

b) More than one second language, other than for FSL, can be added by clicking **Add Second Language Program** at the bottom of the screen after each language has been added.



Add/Update Second Language Program Record

1) Enter the information or make the necessary changes, and click **Save**.

2) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

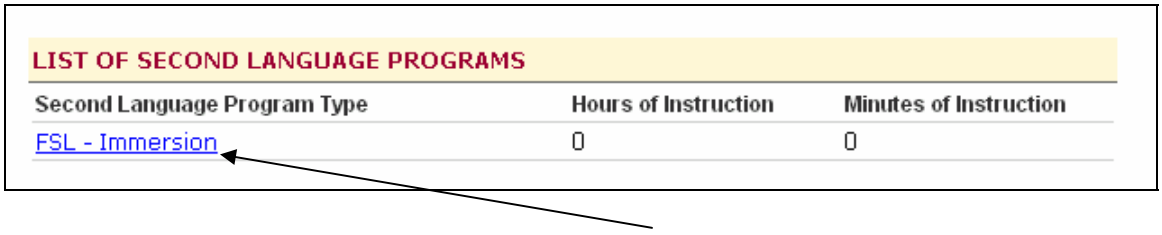
3) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

4) If successful, the form will be refreshed with the updated information, and the message "***Submit Successful"*** will appear at the top of the screen.

Deleting a Second Language Entry

Note: If a student is no longer in a **Second Language Program** in the current submission period, then his/her record must be deleted.

At the bottom of the form, all second languages that have been entered are displayed in the **List of Second Language Programs.**



1) Click the blue hyperlink under **Second Language Program Type** for the entry that is to be deleted and then click **Delete.**

2) A confirmation message will be displayed asking, **"*Are you sure that you wish to delete…?*"** Click **OK.**

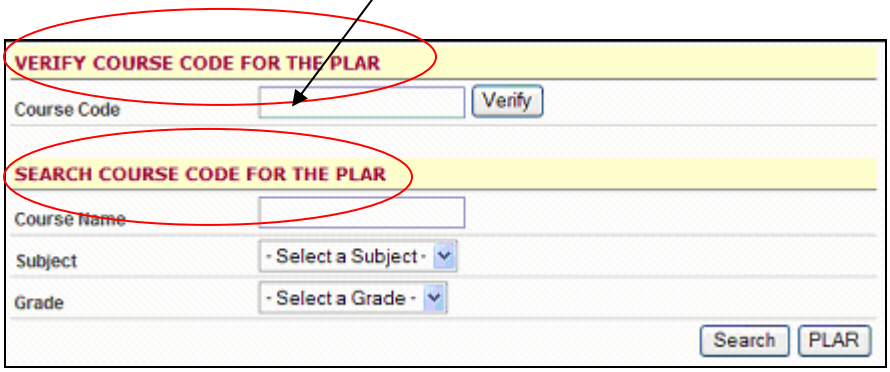
Returning to the School Enrolment Form

1) Click **School Enrolment** at the bottom of the screen to return to that form.

Prior Learning Assessment and Recognition (PLAR)
Verify/Search for Course Form

This form can be accessed only by clicking **PLAR** at the bottom of the **School Enrolment** form.

Before the **PLAR** form can be accessed, the course code for the PLAR must be verified, or the **Search Course Codes for the PLAR** function used to find the course code.



If The Course Code Is Known

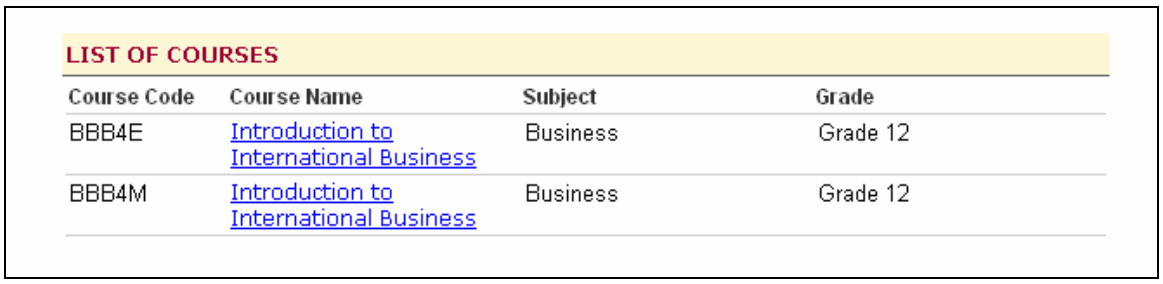
1) Enter the course code in the **Verify Course Code for the PLAR** section of the form, and then click **Verify.**

2) If the course code exists, the **PLAR** form is displayed. If the course code does not exist, an error message will be displayed.

If The Course Code Is Not Known

The **Search Course Code for the PLAR** section of the form can be used to find the course code. Searching can be done in any one of the fields – **Course Name**, **Subject** or **Grade**, or by using a combination of two or more fields to narrow the search.

For example, by clicking *Business* in the **Subject** dropdown menu and on *Grade 12* in the **Grade** dropdown menu, and then clicking **Search**, the courses which follow on the next page are displayed.



1) Specify the **Course Name**, select a **Subject** and/or select a **Grade**. Click **Search**.

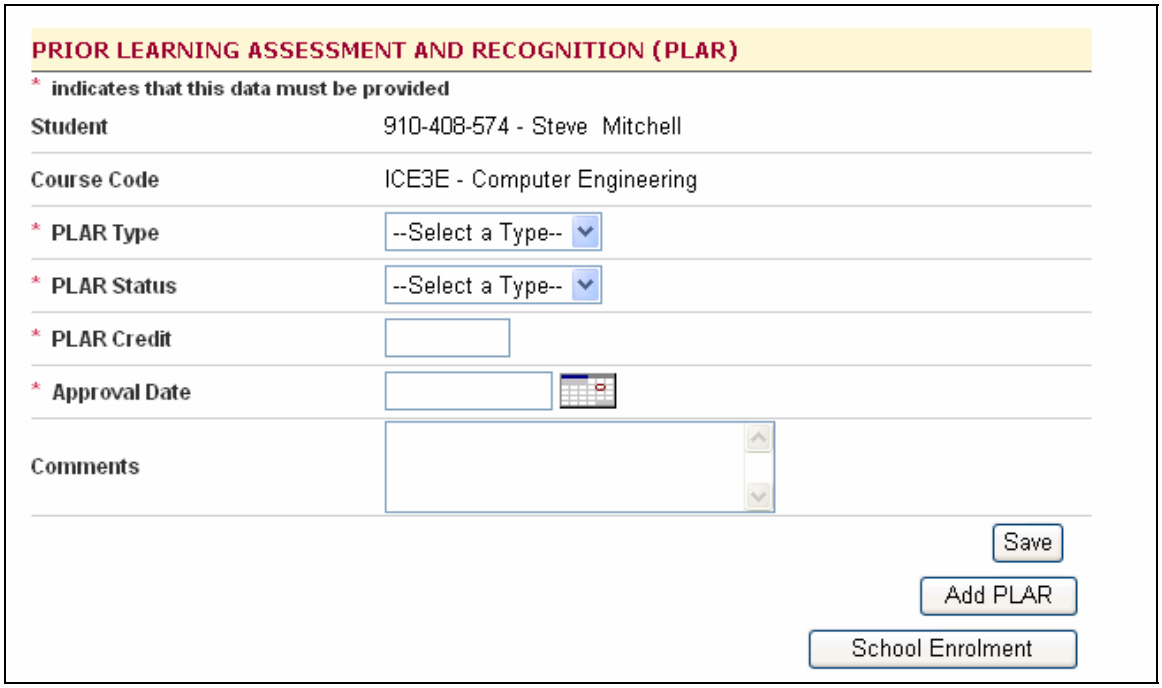
2) The page will be refreshed with a List of Courses matching the specified criteria.

3) Click the blue hyperlink for the course that is to be accessed and the **PLAR** form will be displayed.

Prior Learning Assessment and Recognition (PLAR)
PLAR Form

Notes

a) A student may have multiple PLAR entries during any submission cycle.
b) The date entered in the **Approval Date** field can only be in the current academic year or previous academic year (relative to the submission period **End Date**).
c) A student is allowed up to a maximum of 4 PLAR credits up to age 18.
d) Transfer courses, the Ontario Literacy Course, ESL, ELD, FSL and NL are not eligible for PLAR.
e) Courses where the fourth digit is 1 (Grade 9) are not eligible for PLAR. Credits may only be granted through the challenge process for courses in Grades 10, 11 and 12, and are limited to two credits in one subject area.



Note: PLAR credits can be earned through challenges or equivalency**.**

Add/Update PLAR Record

1) Enter the information or make the necessary changes, and click **Save**.

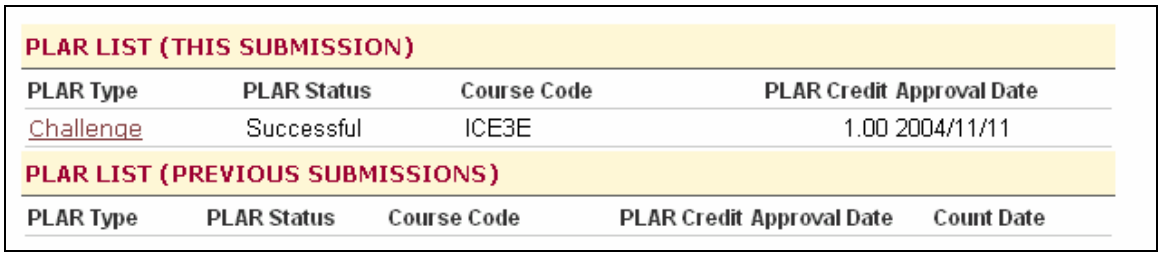
2) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

3) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

4) If the submit is successful, the form will be refreshed with the updated information and the message ***Submit Successful*** will appear at the top of the screen.

Deleting a PLAR Entry
(Use only if an entry was created by mistake.)

At the bottom of the form, all PLAR courses that have be entered are displayed in the **PLAR List** for either the current submission or previous submissions.



PLAR LIST (THIS SUBMISSION)

PLAR Type	PLAR Status	Course Code	PLAR Credit	Approval Date
Challenge	Successful	ICE3E	1.00	2004/11/11

PLAR LIST (PREVIOUS SUBMISSIONS)

PLAR Type	PLAR Status	Course Code	PLAR Credit	Approval Date	Count Date

Note: Only PLAR types that appear in the current submission list can be deleted.

1) Click the blue hyperlink under **PLAR Type** for the entry that is to be deleted, and then click **Delete.**

2) A confirmation message will be displayed asking, **"*Are you sure that you wish to delete…?*"** Click **OK.**

Returning to the School Enrolment Form

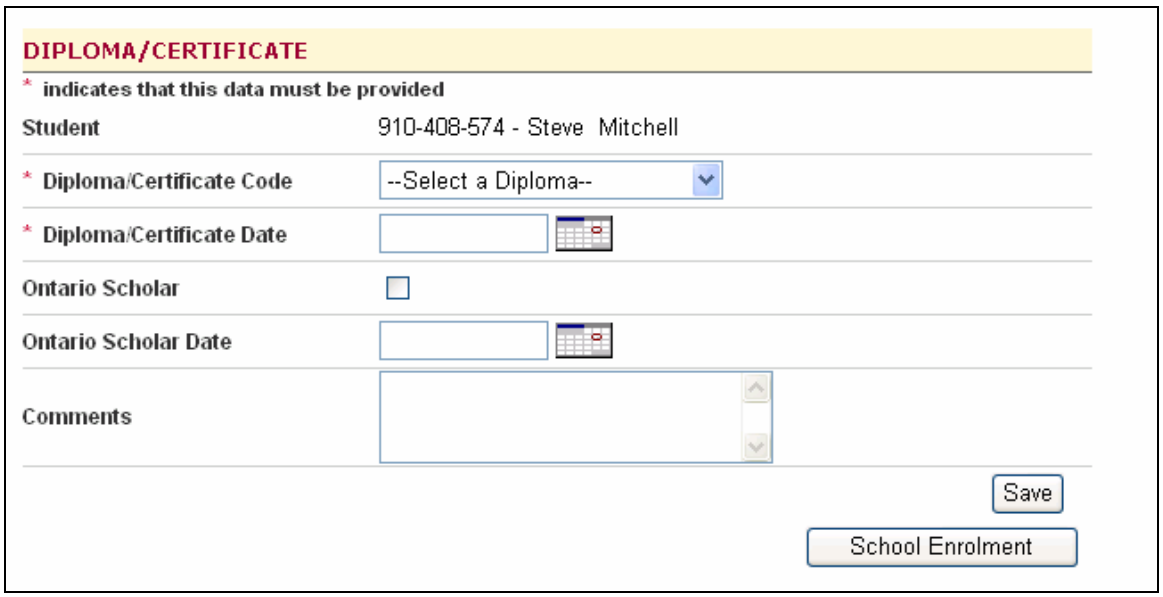
1) Click **School Enrolment** at the bottom of the screen to return to that screen.

Diploma/Certificate Form

This form can be accessed only by clicking **Diploma/Certificate** at the bottom of the **School Enrolment** form.

Notes

a) A student may have only one Diploma/Certificate recorded during any submission cycle.
b) A student cannot have the same diploma or certificate entered for multiple submission cycles.
c) The **Diploma Certificate Date** can only be in the current academic year or previous academic year (relative to the submission period **End Date** (e.g, October 31). The month of issue should be the date that the student qualified for the diploma, not when the student received it.
d) The diploma can only be granted by the school that is the "main school" of the student in the **School Enrolment** form.
e) If a student is registered in both a night school and a day school in the same submission cycle, awards data (diploma/certificate and/or Ontario Scholar data) must be reported by the day school.
f) The **Ontario Scholar Date** can only be in the current academic year or previous academic year (relative to the submission period **End Date** (e.g., October 31).



Add/Update Diploma and Certificate Information

1) Enter the information or make the necessary changes, and click **Save**.

2) If an error message is displayed, follow the instructions, as shown, to correct the submission and click **Save** again.

3) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

4) If the submit is successful, the form will be refreshed with the updated information and the message "***Submit Successful"*** will appear at the top of the screen.

Deleting Diploma and Certificate Record

(Use only if a diploma/certificate was created by mistake.)

1) Click **Delete**.

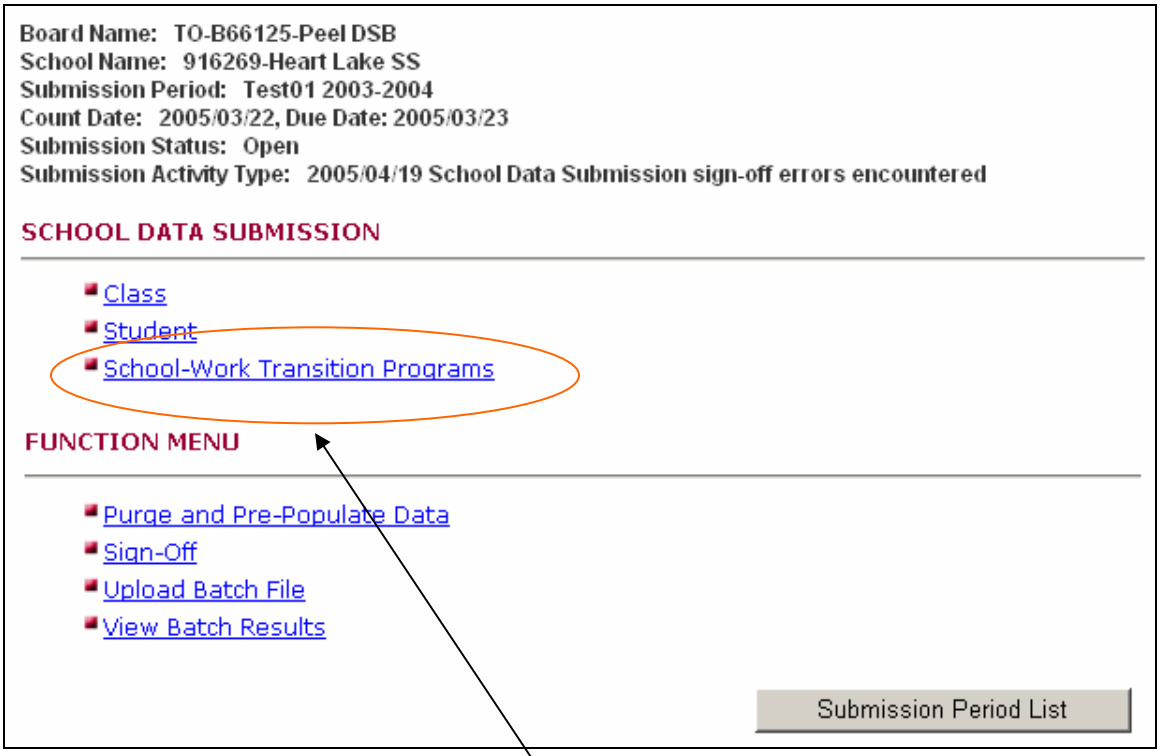
2) A confirmation message will be displayed asking, **"*Are you sure that you wish to delete…?"*** Click **OK.**

Returning to the School Enrolment Form

1) Click **School Enrolment** at the bottom of the screen to return to that form.

Accessing the School-Work Transition Program Form

1) Click the submission period hyperlinked list for the period that is to be accessed and the **School Data Submission** (**School Collection)** menu will appear.

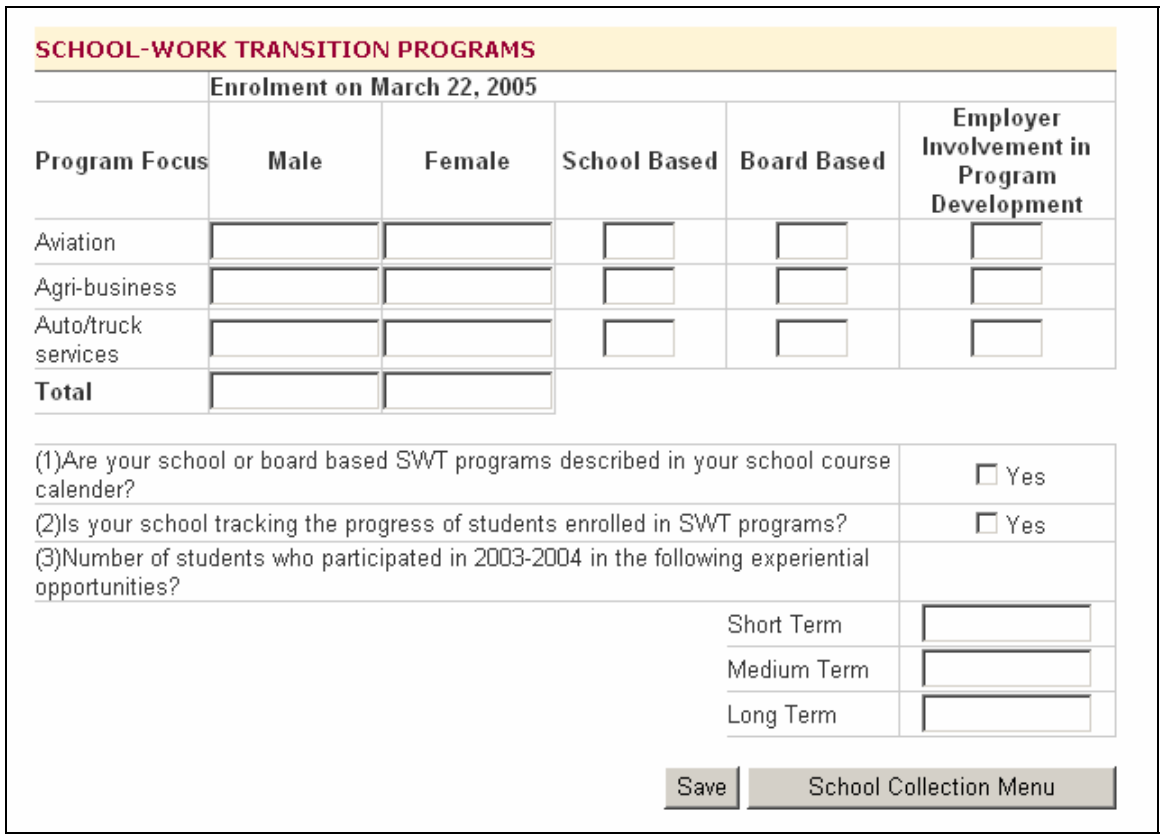


2) Click the **School-Work Transition** blue hyperlink from the **School Data Submission** section of the **School Data Submission** (**School Collection**) menu. The **School-Work Transition Programs** form will be displayed.

Notes

a) The following screen has been abbreviated. The actual OnSIS form will include many more listings under program focus.
b) All **Total** fields are calculated and updated as the form is completed.
c) **Short term** experiential opportunities are those that last from several hours to one day (e.g, career talks, classroom visits, worksite or industry tours, job shadowing).

d) **Medium term** experiential opportunities are those that last two days to four weeks (e.g,. work experience).
e) **Longer term** experiential opportunities are those that last up to 18 weeks per year (e.g, cooperative education, Ontario Youth Apprenticeship Program mentoring, Focused School-Work Transition Programs).



Add/Update School-to-Work Transition Record

1) Enter the information or make the necessary changes, and click **Save**.

2) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

3) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

4) If the submit is successful, the form will be refreshed with the updated information and the message "***Submit Successful"*** will appear at the top of the screen.

Night School Forms

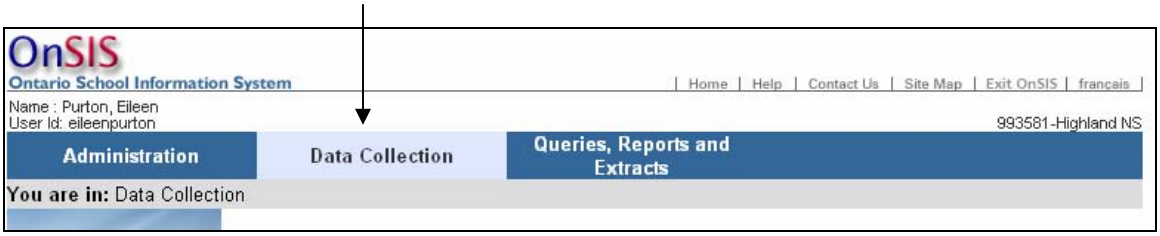
Night school users will see the same login screens as other users. A user with one school will see that school displayed on the OnSIS home page. A user with more than one school will have to choose the appropriate school from the dropdown menu that will be displayed.

Night School Collection Periods

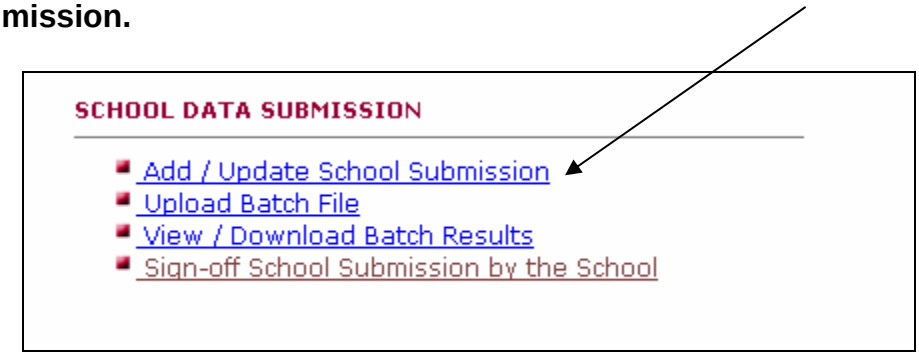
Student marks for night schools will be collected on March 31st for courses that were completed the end of the first semester, and at year end for courses that were completed the end of the second semester, or for full-year courses.

Accessing The School Data Submission Forms

1) Click the **Data Collection** option on the OnSIS home page.


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: eileenpurton
993581-Highland NS
Administration
Data Collection
Queries, Reports and Extracts
You are in: Data Collection

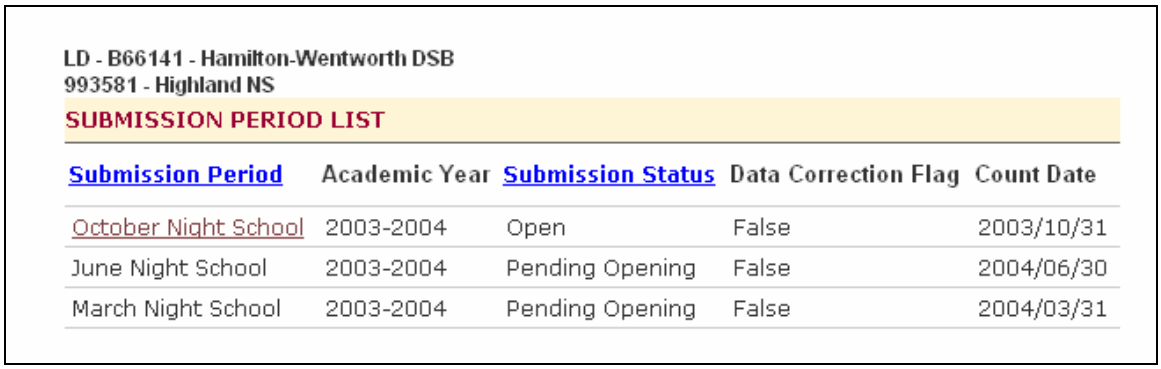
2) The **School Data Submission** menu will appear. Click **Add/Update School Submission.**


SCHOOL DATA SUBMISSION
Add / Update School Submission
Upload Batch File
View / Download Batch Results
Sign-off School Submission by the School

Note: A submission period cannot be opened unless the previous submission period has been closed or signed-off.

3) Click the submission period hyperlinked list for the period that is to be accessed.

Submission Period List Screen:


LD - B66141 - Hamilton-Wentworth DSB
993581 - Highland NS

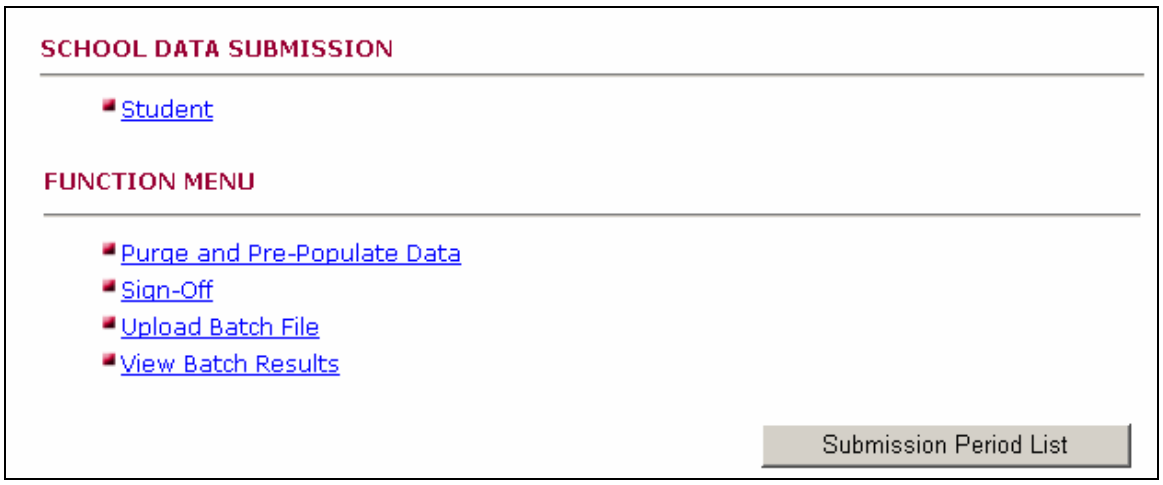
SUBMISSION PERIOD LIST

Submission Period	Academic Year	Submission Status	Data Correction Flag	Count Date
October Night School	2003-2004	Open	False	2003/10/31
June Night School	2003-2004	Pending Opening	False	2004/06/30
March Night School	2003-2004	Pending Opening	False	2004/03/31

School Collection Menu

Clicking the submission period hyperlink will display the **Add/Update School Submission** menu for the period that has been selected. (This screen is also referred to as the **School Collection Menu**.)

Note. A key difference between the menu that appears for a night school and that which appears for a regular secondary day school is that under **School Data Submission** only **Student** is listed; whereas for a regular secondary day school both **Class** and **Student** are listed.



Accessing Student-Level Forms

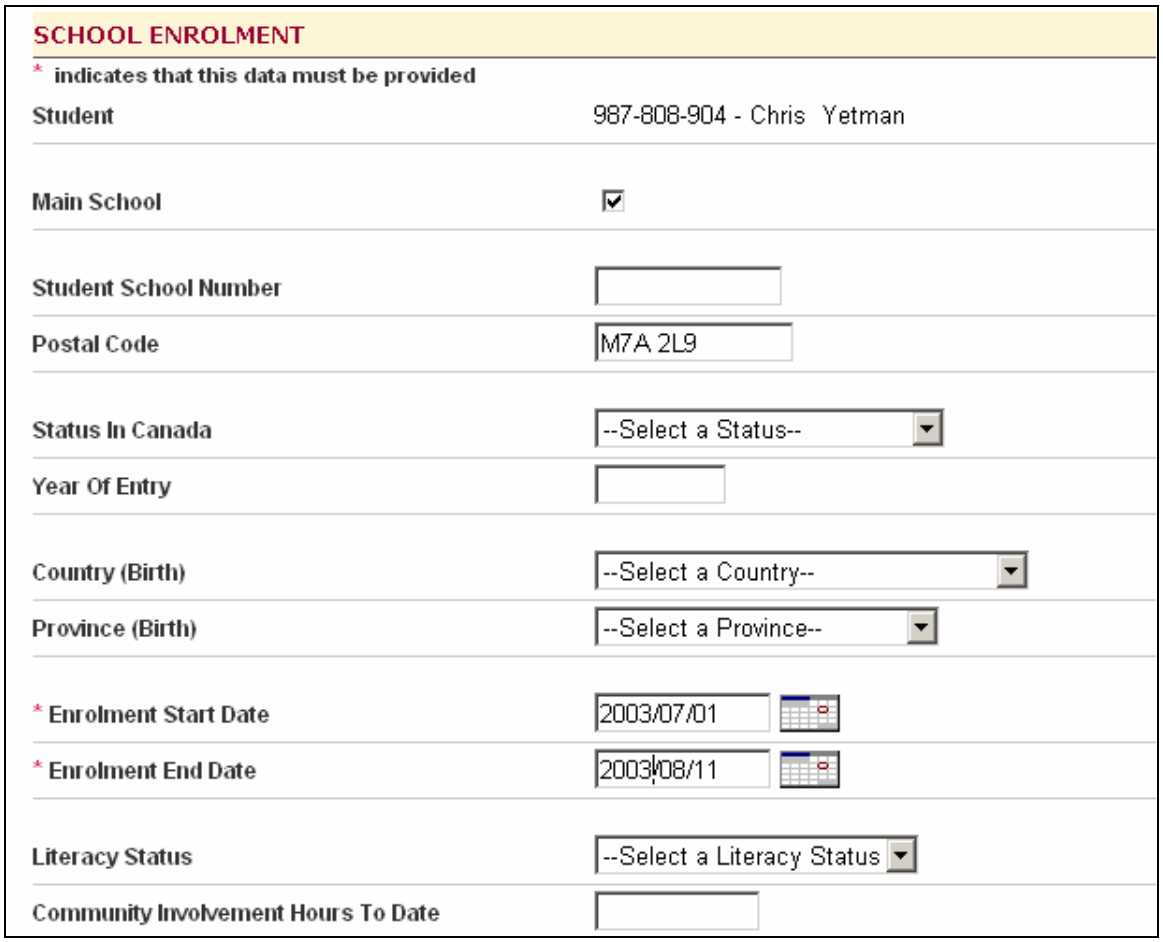
Follow the instructions on pages 15 through 18 of this user guide to add/update a **Student Information** record. The process is exactly the same as for regular day school.

School Enrolment Form

The **School Enrolment** form for night school is shorter than the one used for regular day school because not all data elements are required for night schools.

Notes

a) **Enrolment Start Date** and **Enrolment End Date** must be entered.



Add/Update a Student's School Enrolment Record

1) To add a new student, enter the information, and click **Save**.

2) To update a student record, make the necessary changes, and click **Save**.

3) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

4) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

5) If the submit is successful, the form will be refreshed with the updated information, and the message "***Submit Successful"*** will appear at the top of the screen. Click one of the buttons at the bottom of the screen to add more data for the student, (e.g., **Class Enrolment, PLAR, Diploma/ Certificate**).

Additional Forms Available For Night School

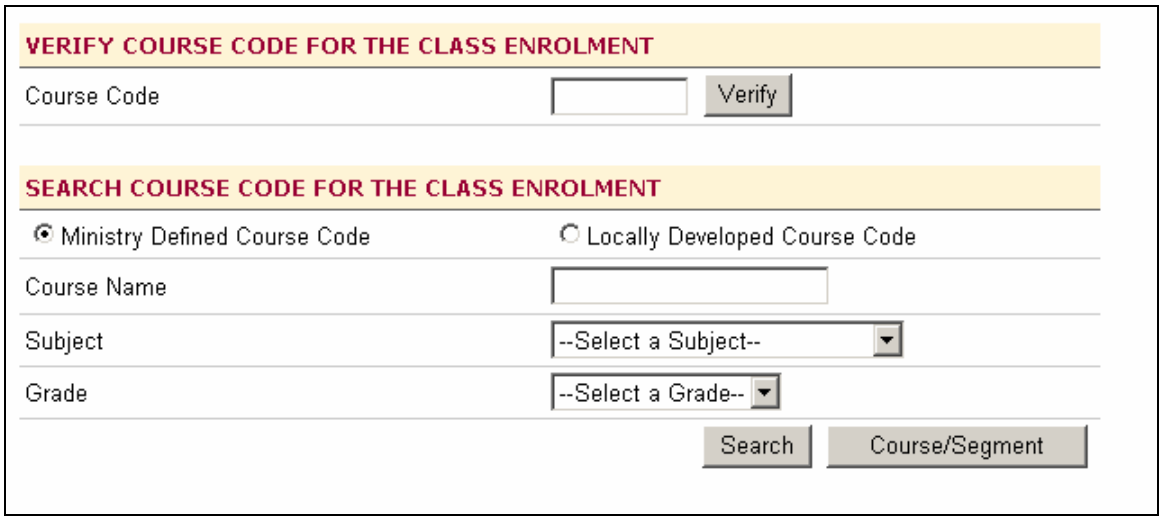
The following additional forms are available for night schools:

- PLAR
- Diploma/Certificate
- Class Enrolment

The **PLAR** and **Diploma Certificate** forms are exactly the same as for regular day school. See those sections of this user guide. The process for completing the **Class Enrolment** form is different from regular day school as explained below.

Class Enrolment Form

When **Class Enrolment** is selected, the following screen will be displayed.



This form operates the same way as the **Course/Segment Verify/Search for Code** form. Refer to pages 17 to 19 of this user guide.

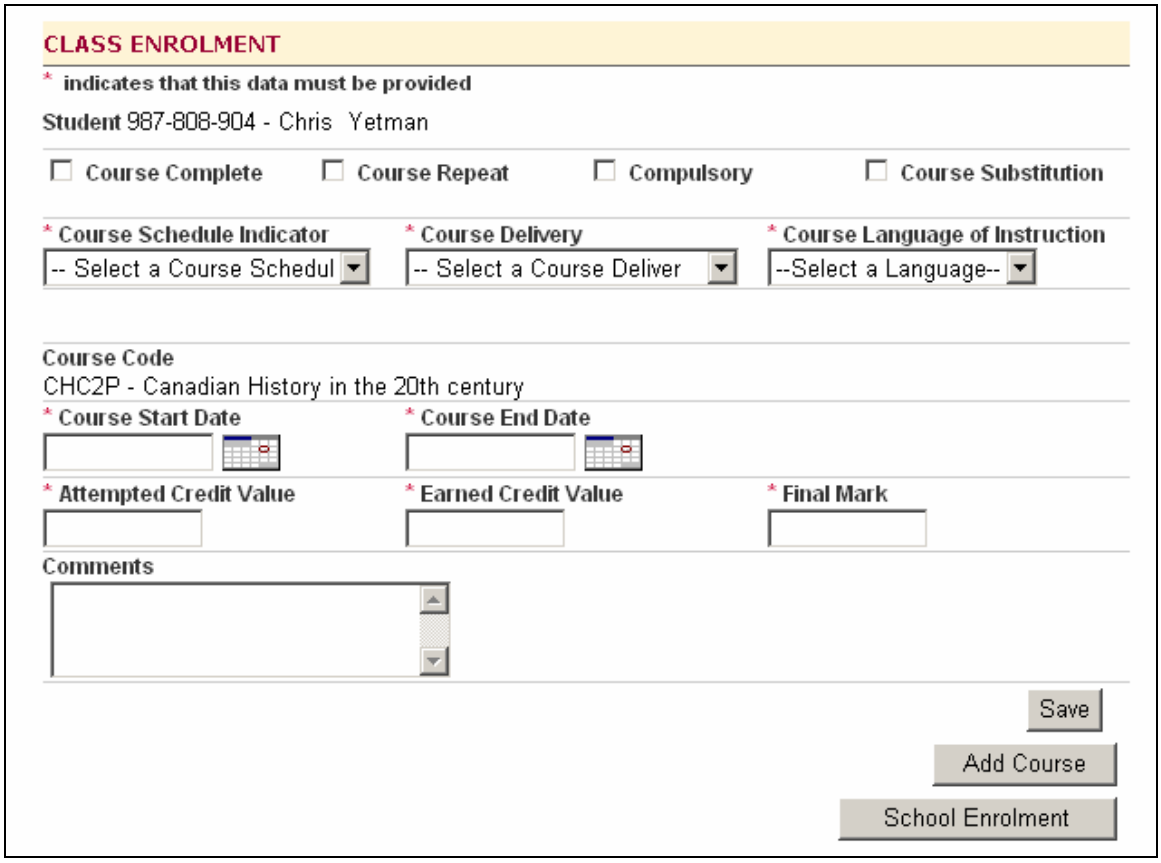
1) Enter the common course code in the **Verify Course Code for the Class Enrolment** section of the form and click **Verify**, or

2) Search for the common course code using the **Search Course Code for the Class Enrolment** section, and click the blue hyperlink.

The **Class Enrolment** form will be displayed. This form is very similar to the form used in regular day school, with two main differences. This form does not have **Class, Withdrawal/Dropped Type, and Withdrawal Date** fields, and the **Course Language of Instruction**, **Course Start Date** and **Attempted Credit Value** fields are not pre-populated.

1) Refer to pages 32-33 of this user guide to complete the form.

Note. When completing the **Course Delivery** field, select ***Night*** from the dropdown menu.


CLASS ENROLMENT
* indicates that this data must be provided
Student 987-808-904 - Chris Yetman
Course Complete
Course Repeat
Compulsory
Course Substitution
* Course Schedule Indicator
-- Select a Course Schedul
* Course Delivery
-- Select a Course Deliver
* Course Language of Instruction
--Select a Language--
Course Code
CHC2P - Canadian History in the 20th century
* Course Start Date
* Course End Date
* Attempted Credit Value
* Earned Credit Value
* Final Mark
Comments
Save
Add Course
School Enrolment

Summer School Forms

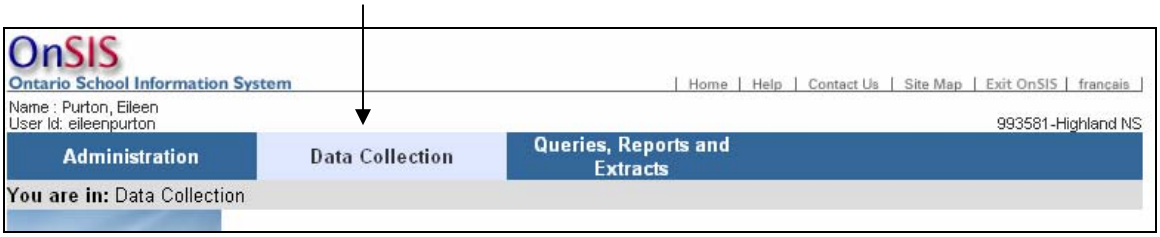
Summer school users will see the same login screens as other users. A user with one school will see that school displayed on the OnSIS home page. A user with more than one school will have to choose the appropriate school from the dropdown menu that will be displayed.

Summer School Collection Period

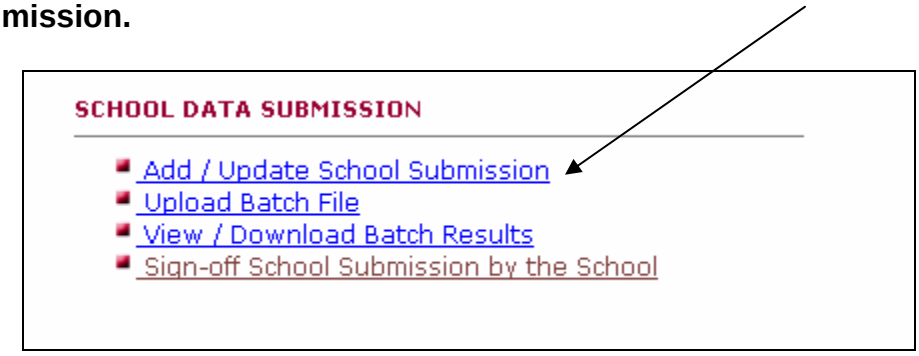
Student data for summer schools will be collected in August.

Accessing School Data Submission Forms

1) Click the **Data Collection** option on the OnSIS home page.


OnSIS
Ontario School Information System
Home | Help | Contact Us | Site Map | Exit OnSIS | français
Name : Purton, Eileen
User Id: eileenpurton
993581-Highland NS
Administration
Data Collection
Queries, Reports and Extracts
You are in: Data Collection

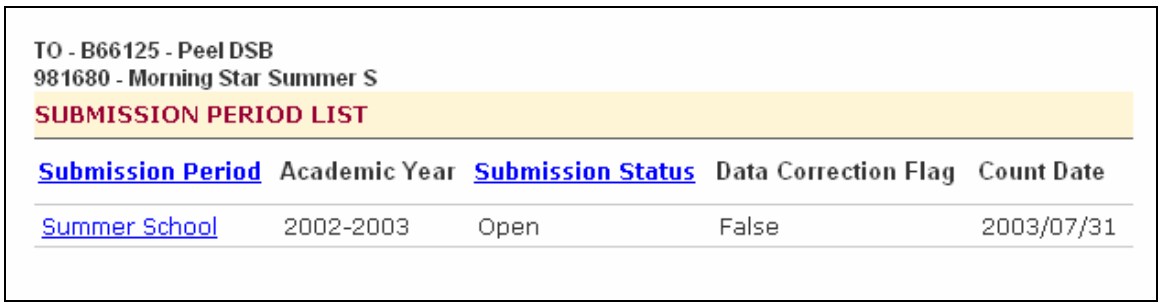
2) The **School Data Submission** menu will appear. Click **Add/Update School Submission.**


SCHOOL DATA SUBMISSION
Add / Update School Submission
Upload Batch File
View / Download Batch Results
Sign-off School Submission by the School

Note: A submission period cannot be opened unless the previous submission period has been closed or signed off.

3) Click the submission period hyperlinked list for the period that is to be accessed.

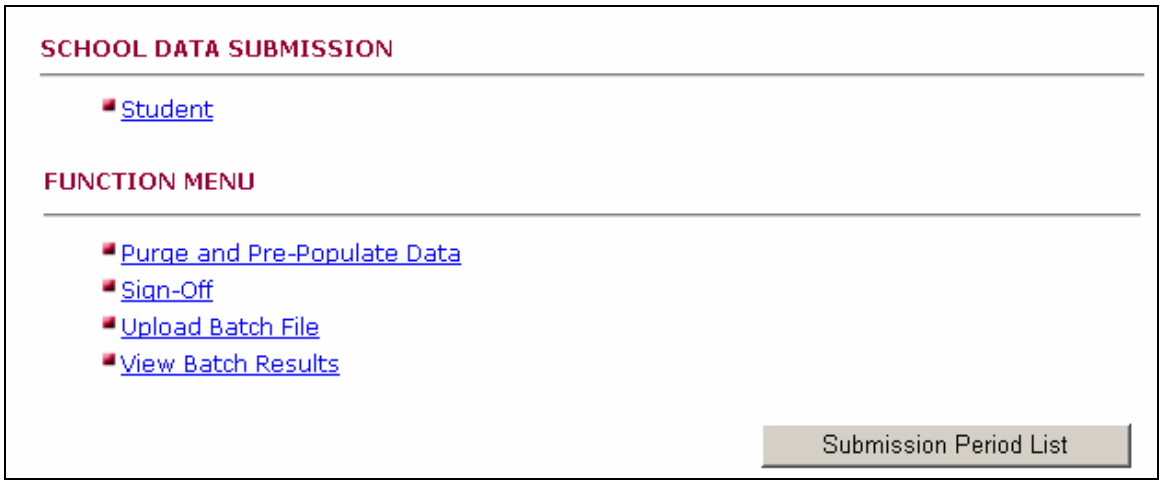
Submission Period List Screen:



School Collection Menu

Clicking the submission period hyperlink will display the **Add/Update School Submission** menu for the period that has been selected. (This screen is also referred to as the **School Collection Menu**.)

Note: A key difference between the menu that appears for a summer school and that which appears for a regular day school is that under **School Data Submission** only **Student** is listed; whereas for a regular day school both **Class** and **Student** are listed.



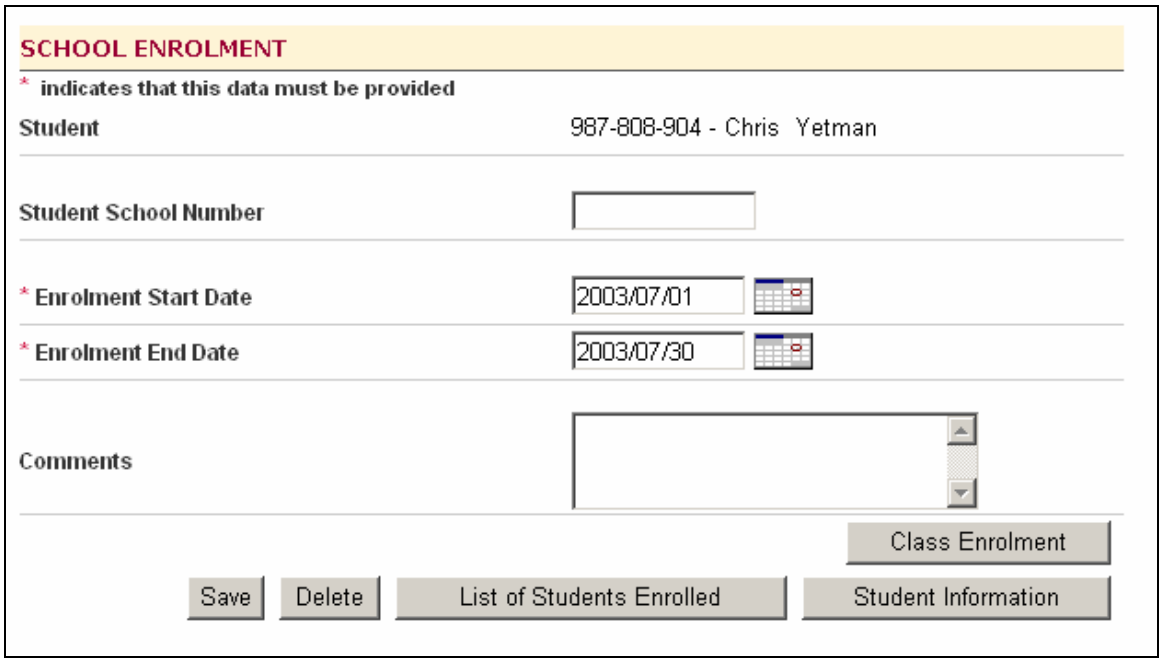
Accessing Student-Level Forms

Follow the instructions on pages 25 of this user guide to add/update a **Student Information** record. The process is exactly the same as for regular day school.

School Enrolment Form

The **School Enrolment** form for summer school is shorter than the one used for regular day school.

Note: Enrolment Start Date and **Enrolment End Date** must be entered.



Add/Update a Student's School Enrolment Record

1) To add a new student, enter the information, and click **Save**.

2) To update a student record, make the necessary changes, and click **Save**.

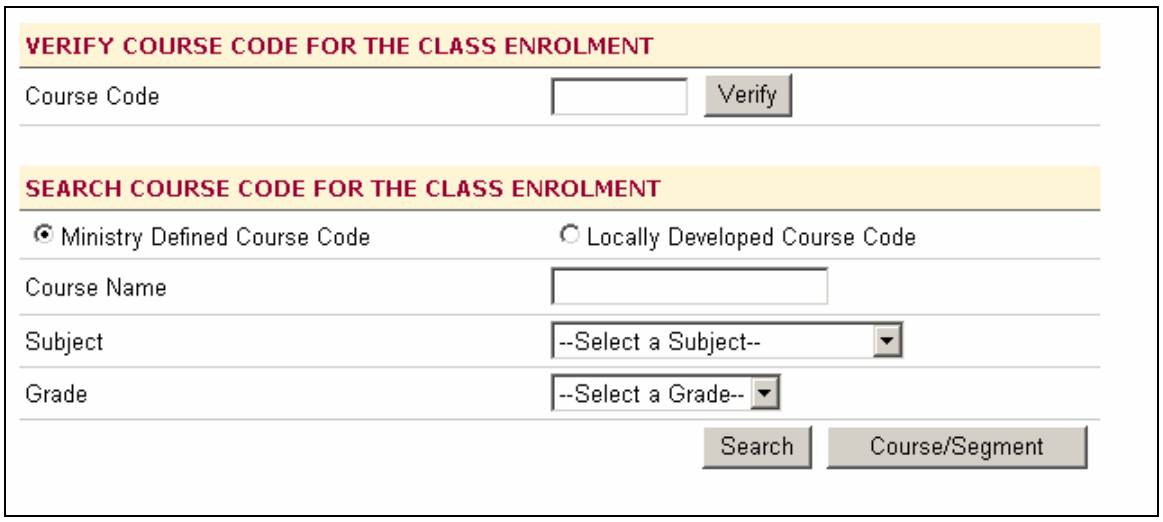
3) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

4) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

5) If the submit is successful, the form will be refreshed with the updated information, and the message ***Submit Successful*** will appear at the top of the screen. Click one of the **Class Enrolment** buttons at the bottom of the screen to add more data for the student.

Class Enrolment Form

When **Class Enrolment** is selected, the following screen will be displayed.



This form operates the same way as the **Course/Segment Verify/Search for Code** form. Refer to pages 17 to 19 of this user guide.

1) Enter the common course code in the **Verify Course Code for the Class Enrolment** section of the form and click **Verify**, or

2) Search for the common course code using the **Search Course Code for the Class Enrolment** section, and click the blue hyperlink.

The **Class Enrolment** form will be displayed. This form is very similar to the form used in regular day school, with two main differences. This form does not have **Course Schedule Indicator, Class, Withdrawal/Dropped Type, and Withdrawal Date** fields, and the **Course Language of Instruction**, **Course Start Date** and **Attempted Credit Value** fields are not pre-populated.

1) Refer to pages 31-32 to complete the form.

Note: When completing the **Course Delivery** field, select ***Summer*** from the dropdown menu.